DOCUMENT RESUME

ED 131 205 08 CE 007 877

AUTHOR	Nerden, J. T.; And Others
TITLE	Data Needs in Vocational Education. "The Development of a Minimal Information System to Satisfy the Needs of Selected User Groups." Final Report. Volume III. Project EDNEED Lexicon.
INSTITUTION	North Carolina State Univ., Raleigh. Center for Occupational Education.
SPONS AGENCY	Office of Education (DHEW), Washington, D.C.
BUREAU NO	V0306VZ
PUB DATE	Mar 76
GRANT	OEG-0-74-1654
NOTE	376p.; For related documents see CE 007 876-880
EDRS PRICE	MF-$0.83 HC-$20.75 Plus Postage.
DESCRIPTORS	Coordinate Indexes; *Definitions; Dictionaries; Educational Needs; Educational Planning; *Information Needs; *Information Utilization; Reference Books; *Vocational Education
IDENTIFIERS	Empirical Determination Natl Essential Educ Data; *Project EDNEED I

ABSTRACT

Designed for the exclusive purpose of accompanying the Project EDNEED (Empirical Determination of Nationally Essential Educational Data) classification document, this volume comprises the third of a five-volume final report. It provides uniform definitions for vocational education terms found in the EDNEED classification document, and aids in understanding information elements used in gathering and interpreting data for planning, organizing, implementing and evaluating vocational education programs. The format follows the 18 file categorical listing found in the classification document. (TA)

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DATA NEEDS IN VOCATIONAL EDUCATION

Volume III Project EDNEED Lexicon
J. T. Nerden, E. H. Oglesby, F. L. Childers

FINAL REPORT VOLUME III

Project No. V0306VZ

"The Development of a Minimal Information System to Satisfy the Needs of Selected User Groups"

Grant No. OEG-0-74-1654

Research Project in Vocational Education
Conducted Under
Part C of Public Law 90-576

U.S. DEPARTMENT OF HEALTH,
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March 1976

CE 007 877

ACKNOWLEDGMENTS

Project EDNEED is deeply indebted to scores of agencies and literally hundreds of individuals who contributed freely of their time and expertise in order that the project could be completed. Many of the persons who rated and checked the Classification document and their respective agencies are listed as participants in the reports of the various conferences. Nearly fifty staff persons from the American Vocational Association; the National Advisory Council on Vocational Education; the National Center for Educational Statistics; the National Institute of Education; the Bureau of Labor Statistics, U. S. Department of Labor; and the U. S. Office of Education reviewed the "Preliminary Taxonomy" and collectively made hundreds of suggestions for its modification and improvement into what became the conference edition of the Classification document.

Of these agencies, the U. S. Office of Education and particularly the Bureau of Occupational and Adult Education deserves special mention. Personnel from every division in the Bureau were involved in some way in the project. Input into major project decisions in the form of advice and counsel is gratefully acknowledged from Deputy Commissioner William F. Pierce, Associate Commissioner Charles H. Buzzell, Division Director Howard Hjelm, Branch Chief Glenn Boerrigter and especially from Jack Wilson, Project Monitor.

Finally, appreciation is gratefully extended to the former Project Director, Dr. Robert L. Morgan, and to the more than thirty present and former Center for Occupational Education staff members, without whose efforts and dedication the project could not have been brought to fruition.

G. William Porter
Project Director

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PROJECT SUMMARY

Purpose and Objectives

EDNEED I was conceived as an important first step toward the development of a basic information system for vocational education. The project had three purposes: (1) to determine, empirically, the extent to which selected data questions represent the vocational education informational needs of users at the national, state and local levels; (2) to prioritize the data questions according to their degree of relative importance across levels and within levels by use category (planning, operation, evaluation, finance and budgeting, reporting requirements, public information); and (3) to determine similarities in information needs across levels and use categories.

The central premise of the project was that once the information needs were determined and prioritized, a basic core of data questions and associated information elements could be empirically derived which would meet the shared informational needs of the three levels on a priority basis. The size and composition of the core would be a function of the need priority and the amount of resources available for allocation.

The three project purposes were translated into four operational objectives, each of which served to identify a milestone phase of the project. The phases and their accompanying operational objectives are as follows:

Phase I - To identify important questions in vocational education and those information elements necessary to provide answers to the questions.

Phase II - To refine the data questions and information elements (identified in Phase I) through the involvement of selected national user groups; to define each information element; and to collect data on national needs.

Phase III - To determine empirically the relative need for each of the data questions (by use category) through ratings by representative state and local data users. To further review and critique the questions and information elements and to identify and provide recommendations for the resolution of problems and issues associated with the future development of a national vocational education information system.

Phase IV - To analyze the ratings to determine priority data needs across levels (local, state and national) and uses (planning, operation, evaluation, finance and budgeting, reporting requirements and public information). To produce a final report of the results.

Procedures

The major steps in each of the four phases are shown graphically in Figure 1. In Phase I, two approaches to the identification of sources were utilized: first, a literature review and second, direct visitation to various potential user groups. Over 100 individuals representing more than 50 national, state and local agencies and organizations who were expected to have needs for vocational education data were contacted in an effort to identify recurring questions at administrative and policy-making levels. A secondary purpose of the agency contacts was to explain the project and secure the support of agency representatives for subsequent

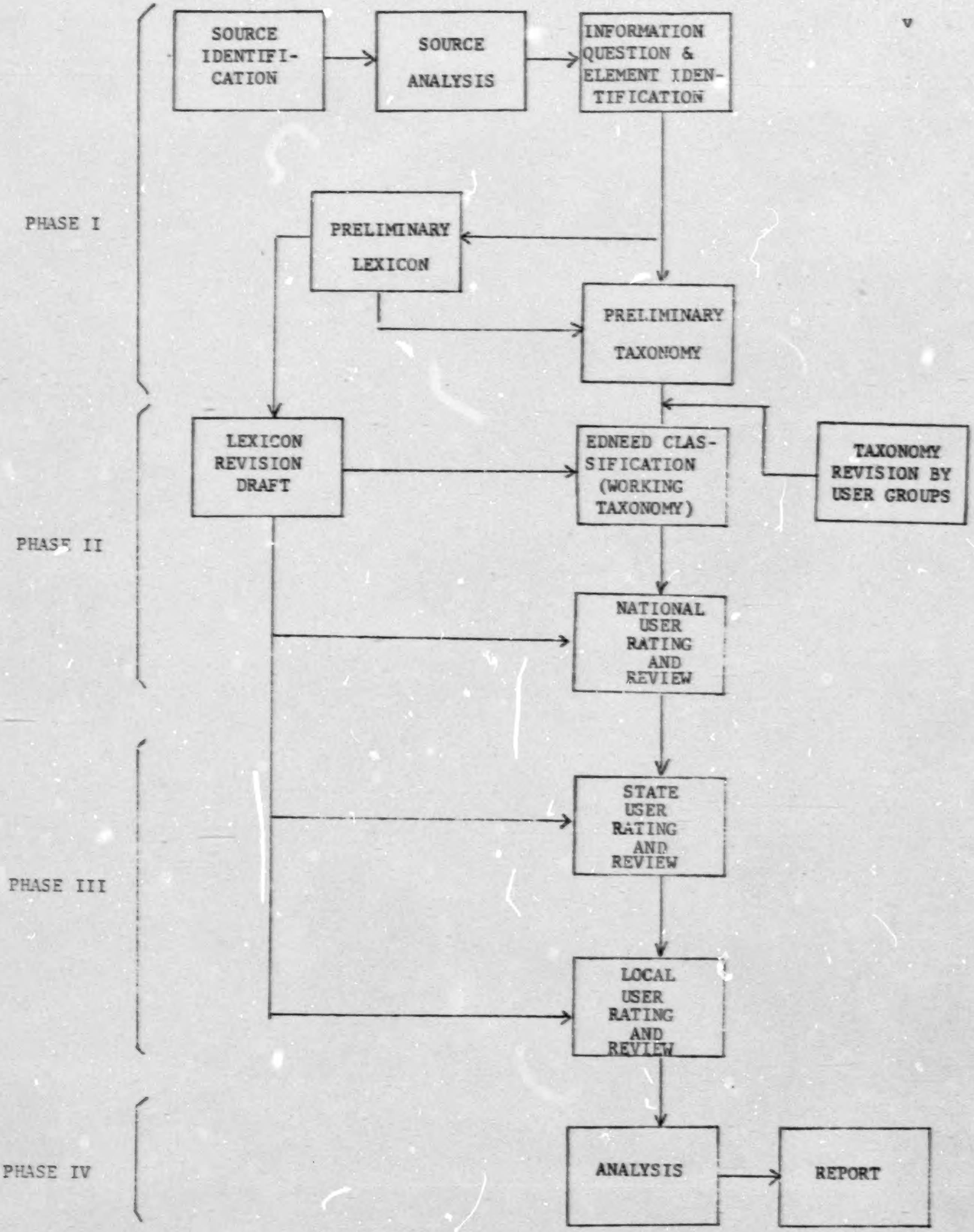
SOURCE IDENTIFI-CATION
SOURCE ANALYSIS
INFORMATION QUESTION & ELEMENT IDEN-TIFICATION
PHASE I
PRELIMINARY LEXICON
PRELIMINARY TAXONOMY
LEXICON REVISION DRAFT
EDNEED CLAS-SIFICATION (WORKING TAXONOMY)
TAXONOMY REVISION BY USER GROUPS
PHASE II
NATIONAL USER RATING AND REVIEW
STATE USER RATING AND REVIEW
PHASE III
LOCAL USER RATING AND REVIEW
PHASE IV
ANALYSIS
REPORT

Figure 1. Products and Procedures by Phase

participation in Phase II. To facilitate this purpose a 35mm slide presentation was developed and used widely to disseminate information about the project.

As questions were identified, each was analyzed to determine those information elements from various sources which if known, could serve to answer the questions. Broad questions were broken down into components which could be answered by a single information element or group of information elements. Thus, whether a state provided for, or emphasized, one or more of the many types or levels of vocational education, the information elements were designed to allow for full coverage of elementary, secondary, postsecondary, adult, handicapped, disadvantaged and other specialized offerings.

A detailed taxonomy of information elements of potential utility to national, state and local user groups (an interim report) was prepared and was ready for in-house review in late January, 1975. This draft document, entitled "Project EDNEED: Preliminary Taxonomy for the Development of a National Vocational Information System," consisted of 20 informational files. A file was defined as a collection of similar information elements. The files were in turn organized into five parts or classes to reflect the organizational structure of the vocational education delivery system. Following a rigorous in-house review, the "Preliminary Taxonomy" was delivered in Phase II to representatives of six user groups selected for their centrality to vocational education data needs. An abundance of suggestions were received, focusing mainly in two areas (a) changes in the structure and organization of the document and (b) addition of data questions and information elements.

As a result of this review by the six selected national agencies, an intensive effort was mounted by Center staff to incorporate the suggestions into a completely revised taxonomy in time for review, rating and checking by the conference of national users scheduled for mid-March in Annapolis, Maryland. The revised document was entitled Project EDNEED: Classification of Information for the Development of a National Vocational Information System and comprised Volume II of the Project EDNEED Final Report. Referenced hereafter as the Classification document or the EDNEED Classification, this revised document differed substantially from the original "Preliminary Taxonomy." The five-part division was replaced by a four-level division with connecting files, making the aggregation potential more explicit. The number of files was reduced from 20 to 18, and nearly 100 new information elements were added. The most striking change, however, occurred as a result of the arrangement of the information elements as subtopics or possible answers to data questions. Thus, the conference edition of the EDNEED Classification included 323 questions as well as 2340 information elements. For each of the 323 questions, respondents were asked to check whether or not their agency presently asked the question or would ask it if the information were available. If a respondent checked either of the above, he/she was then asked to indicate (on a six-point scale ranging from "no importance" through "critical importance") how important the question was for each of six use categories: planning, operations, evaluation, finance and budgeting, reporting requirements and public information. The raters were further asked to indicate for each question checked, those information elements associated with that question that were needed to answer the question.

An ongoing effort was maintained during Phases I and II to produce a Lexicon of definitions of key terms used in describing the data questions and information elements. Draft copies of the revised Lexicon were available for use by the national data users at the Annapolis Conference as well as for subsequent conferences in Phase II. Production of the report of that conference marked the end of Phase II.

Phase III consisted of three similar conferences, one for state level user group representatives and two for local level users. As at the national level, state and local conferees were presented with the EDNEED Classification document in advance of the conference and asked to check those data questions needed and to rate each one checked according to its importance for each of the six use categories indicated previously. At each of the conferences, participants were asked to make suggestions and recommendations in three areas: (a) the adequacy of the Classification document; (b) the identification of problems and issues to be encountered in the development of a basic vocational education data system; and (c) the generation of solutions to the problems. Detailed reports of all four conferences are contained in Volume IV of the EDNEED Final Report.

Phase IV consisted of the completion of the conference reports, the design of a plan for the analysis of the data generated by the rating and checking process, the analysis of the data and the production of a five-volume final report. Entitled Data Needs in Vocational Education, each volume of the final report is subtitled as follows:

Volume I	Summary of Procedures and Results
Volume II	Project EDNEED Classification of Information
Volume III	Project EDNEED Lexicon

Volume IV Issues and Recommendations
Reports of the EDNEED Conferences

Volume V Data Analysis: Procedures and Results.

For more detailed information about any aspect of the study, the reader is referred to the appropriate volume.

Findings and Results

Although summarized in detail in Volume I, the results of the project are reported in Volumes IV and V. Only the highlights are presented here.

- A national system for vocational education data collection with emphasis on uniformity of data and format is critically needed.
- Standardized national definitions for data elements must be of the highest priority.
- A national data system will require federal funding and support.
- "Change" must be incorporated as a characteristic for any vocational education data system. Additions and deletions of data will be constant.
- The extent to which data will be used, by whom, and for what purpose must be established early, as well as the locus of control and physical location of the system.
- There appears to be little coordination among existing data systems, or among data producers and data users.
- Consideration must be given to the already heavy "data burden" on state and local education agencies. Statistically sound sampling is an alternative worth exploring in this regard.
- State vocational education agencies are both data producers and data users. The data burden problem falls most heavily on

their shoulders and they appear reluctant to become involved in activities which might increase the burden.

- A definitive study of data sources now in place is crucial. Any national data system should be designed to use every available data source. Only data which are highly needed but not currently available should be added.
- A national data system should provide a means for ensuring that data aggregated upward from local education agencies could be directed back to them in a timely and meaningful way. Local administrators indicated that this is often not the case at present, even with their own state MIS's.
- Vocational educators must learn to measure fitness for employment of graduates and early leavers in terms of their acquired and demonstrable competencies rather than in terms of courses taken and hours spent in classrooms, labs and shops. Such measurement data in a system could provide a basis for accurate studies of the costs of instruction vs. the benefits of placing people in employment.
- Local education agency data users have a greater need for curriculum information than either national or state users.
- State users have less need for data on student characteristics than either national or local users.
- Local data needs are more congruent with a national orientation than a state orientation.
- State data needs are more congruent with a national orientation than with a local orientation.
- National data needs are more congruent with a local orientation than a state orientation.

- Information on the characteristics of the curriculum and instrucational processes was the most important category of information need across all levels and uses.
- Information concerning the characteristics of vocational program completers and early leavers was the most important category of informational need over all uses at the national level.
- Information on the characteristics of the curriculum and instructional processes was the most important category for both local and state users over all uses.
- There is a distinct demand at all levels for data descriptive of vocational education at the "grass roots." At all levels, users are most interested in knowing who is being served, what they are being served, and what happens as a result of their being served.
- National data needs for planning, evaluation, reporting requirements and public information are distinct from national needs for operations and finance/budgeting data.
- State data needs for planning, operations, finance/budgeting and reporting requirements differ from state data needs for evaluation and public information.
- Local needs for data appear to be relatively consistent across all uses.

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FOREWORD

Early in the conceptualization process associated with Project EDNEED, it became apparent that the information elements to be placed in the *EDNEED Classification* document would need precise definitions. From the very beginning of the project, staff members conducted a continuing search for commonly accepted definitions of the information elements to be included in the *Classification* as soon as they were identified.

Definitions that had been utilized over the years and were available in a variety of publications were secured. The chief source for such information was the series of handbooks of the National Center for Educational Statistics (NCES). From the several handbooks currently in use, and from handbooks currently in preparation by NCES, definitions that could be appropriately used or adapted for use from the handbooks were incorporated into the *EDNEED Lexicon*.[*] Another valuable source of definitions was the American Vocational Association publication, "Vocational Technical Terminology" which described many of the specialized vocational terms. This publication, published and regularly revised over the years, proved to be of inestimable value as a resource. Also, the published results of a special task force on "Definitions" of the National Association of State Directors of Vocational Education provided materials that had received national acceptance in defining vocational education. These definitions largely pertained to terms used in the gathering of data needed by the states and forwarded annually as a data requirement of USOE.

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[*] References following definitions, such as II, p. 14 or VI, pp. 22-23, indicate NCES handbook volume numbers and pages on which the particular definitions can be found.

The original sources of the information elements were also helpful. In addition to those mentioned previously, they included vocational education legislation, Common Core of Data (NCES), Project Baseline, federal, state and local data collection forms and guides, reports of Congressional hearings, census publications and professional associations. Information elements included in the EDNEED Classification for which satisfactory definitions could not be located in planned or extant publications were developed by project staff members.

By March, 1975 when the national conference was held, a nearly complete rough-draft version of the EDNEED Lexicon was available for use by the conferees. Since that time, many hours of checking and revision have been devoted to the Lexicon, culminating in a document containing a definition for every information element in the EDNEED Classification. The EDNEED Lexicon was thus designed for the exclusive purpose of accompanying the Classification document. It provides uniform definitions for vocational education terms found in the EDNEED Classification for project purposes. The EDNEED Lexicon was not designed as a solution in itself to the immense problem, emphasized by the participants in all four EDNEED conferences, of a lack of standardized definitions of terms used throughout vocational education. It may, however, be a start toward the solution of that problem in that it is reflective of the rather primitive state-of-the-art in uniform data definitions across the states and territories.

For whatever uses may be found for the EDNEED Classification, the accompanying EDNEED Lexicon will aid in the understanding of information elements used in gathering and interpreting data for planning, organizing, implementing and evaluating vocational education programs. Should a national vocational education information system be developed based on the EDNEED needs assessment, the EDNEED Lexicon would help to ensure that data collected and aggregated across the various levels would have consistency based upon uniform definitions. Thus data aggregated to the national level, for example, would assist the federal government and other national data users to make meaningful analyses for purposes of comparison, coordination and cooperation across all levels. The EDNEED process, including the Classification and Lexicon could also be of great benefit to state and/or local units interested in developing information systems based on empirically determined data needs. The Classification and Lexicon comprise a comprehensive catalogue of well specified data, with which information needs can be determined.

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Elizabeth H. Oglesby
Faye L. Childers

File 1: WHAT ARE THE VOCATIONAL CURRICULUM AND INSTRUCTION CHARACTERISTICS?

01 Identification

Title

The name by which the curriculum is commonly known. Project definition.

Curriculum and instructional code

A coding system . . . which provides a distinct identity for each subject matter area and for each of the classified items of information within it. VI, p. 106.

Program level

Vocational instructional curricula that are offered at levels such as Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

Program area

The classification of occupational subject-matter that includes instruction in one or more of the seven major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Office Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

Type of student work program

The classification of student work programs that include: cooperative programs, work study programs, work experience programs and exploratory programs. Project definition.

School code

The number or code used within the local school or school system; any appropriate standard number or code for statewide or other use. VI, p. 59. (adapted)

LEA code

The number or code used within the local school or school system. VI, p. 59. (adapted)

Academic year

The school year is defined as the 12-month period of time denoting the beginning and ending dates for school accounting purposes, usually from July 1 to June 30; a school term is defined as a prescribed span of time when school is open and the pupils are under the direction and guidance of teachers. The school year may include one or more school terms, the most common of these terms being the regular and summer school terms. These terms sometimes are further subdivided into shorter terms such as semesters and quarters. VI, p. 66.

02 Accreditation Status

Accredited

The school, the curriculum or a program of studies is accredited. VI, p. 66. (adapted)

Not accredited

The school, the program or the curriculum has applied for accreditation, but accreditation was denied by the accrediting agency. VI, p. 66. (adapted)

Accreditation not available

Accreditation is not available to the school, program or curriculum. VI, p. 66. (adapted)

Accreditation pending

Application has been made for accreditation but a final decision has not been reached. This includes institutions which have been granted "Candidate Status." VI, p. 66. (adapted)

03 Accreditation Agency

State department of education

The state department of education of the state in which the school is located, which can or does grant accreditation to the school or program of studies. VI, p. 66.

Regional accrediting association

A voluntary nongovernmental educational organization established to administer an accrediting procedure in a geographic area including more than one state but less than all. VI, p. 66. (adapted)

Professional organization

A recognized voluntary nongovernmental professional association administering an accrediting procedure for specific types of schools, curriculums or programs of studies. VI, p. 66. (adapted)

Other agency

An agency--other than the state department of education of the state in which the school is located, a regional accrediting association, or a professional association--which can or does grant accreditation to the school or program of studies. Any such agency should be specified. VI, p. 66.

04 Approval Status

Approved

The unit of organization is approved. If more than one type of approval is available, the type of approval granted should be specified. As applied to a course, this includes vocational and technical education courses approved under the state plan. VI, p. 66.

Not approved

Application has been made for approval but approval was denied by the approving agency. VI, p. 66. (adapted)

Approval not available

Approval is not available for the type of unit of organization. VI, p. 66.

Approval pending

Application has been made for approval but action on the application has not been completed. VI, p. 66. (adapted)

05 Approval Agency

State department of education

The state department of education of the state in which the school system is located, which can or does grant approval. VI, p. 66.

Other state agency

A state agency, other than the state department of education--e.g., a state board of higher education or a state board of junior colleges--which can or does grant approval. VI, p. 66.

Other agency

An agency, other than the state department of education or another agency of the state in which the school system is located which can or does grant approval. Any such agency should be specified. VI, p. 66.

06 Time Schedule

Average contact hours required for completion

The total number of hours required to be devoted to instruction in a curriculum which supplies a student with manipulative skills, technical knowledge and general education. Includes instruction provided in the school, in employment under cooperative arrangements with employers, and in internship or special assignment. Project definition.

Duration in school months

The number of months of attendance required to complete the curriculum. Project definition.

Contact hours per month - shop/laboratory instruction

The number of hours planned for shop/laboratory instruction for the purpose of providing enrolled students with opportunities to acquire needed manipulative skills and technical knowledge. Project definition.

Contact hours per month - technical/theory instruction

The number of hours per month, usually scheduled by the shop/lab teacher to provide students with auxiliary information and theory that is directly correlated with the ongoing shop/lab instruction. Usually provided in the theory instruction room located within the shop or laboratory facility. Project definition.

Contact hours per month - general education

The number of hours per month that are planned within the overall curriculum for enrollees, to enable them to acquire the general education needed for them to function effectively with acquired competencies in such areas as English, the Social Sciences and Citizenship. Project definition.

Total number of clock hours of instruction

Refers to the actual number of clock hours required to complete the curriculum. Included are the clock hours required in the shop, the laboratories and the classrooms for the in-school student. In the case of students assigned to instruction out-of-school on an internship basis, or on a cooperative basis, the number of clock hours of instruction is the aggregate of the in-school and out-of-school segments. Project definition.

07 Entrance Requirements

Minimum technical competencies - algebra, physics, & chemistry

These are the competencies required for entrance to technical occupations, usually offered in postsecondary institutions. As knowledge acquired prior to enrollment, the needed competencies enable enrollees to engage in instruction on a collegiate level, and in most cases, to earn an associate degree in a two-year curriculum. Project definition.

Minimum physical abilities

These are the minimum physical qualities and abilities required for entrance into a vocational curriculum. Under federal regulations, students "must be physically fit to profit from the instruction being offered." Project definition.

Achievement in school work

The quality or achievement in general schoolwork or in specific portions of schoolwork, as indicated by performance in previous courses or classes. Any relevant area of schoolwork and level of performance should be specified. . . . VI, p. 83.

Age

A specified minimum and/or maximum age of students. . . . VI, p. 83. (adapted)

Court commitment

Commitment or assignment by a judge or court of law, including but not limited to a school located in a correctional institution or detention home. VI, p. 83.

Current employment

The nature of current employment, the curriculum, the course, class, or program of studies being available only to currently employed pupils to upgrade or update their occupational skills and knowledge. VI, p. 83. (adapted)

Employability

Employability, the course, class, or program of studies being available only to pupils considered employable in the specific occupation or cluster of closely related occupations for which the course, class, curriculum or program provides preparation. VI, p. 83. (adapted)

Grade or year standing

A given grade or year standing of students within the school. . . . VI, p. 83. (adapted)

Payment of tuition and/or fee

Those charges made by an institution, which are categorized as charges for instruction; also charges for special fees, charges such as registration fee, term charges, semester fees, laboratory, et al. In some institutions charges may also be made for the physical education program, student activities, etc. Project definition.

Recommendation of teachers, counselor, and/or principal

The recommendation of previous teachers, counselor, and/or principal. Judgment as to employability should not be included here but instead should be included under Grade or Year Standing. VI, p. 83.

Special or specific minimum student ability, aptitude, or interest

A special or specific minimum level of abilities, aptitudes, and interests., e.g., talent in dance, dramatics, and/or music. Any such requirement should be specified. May also include specified knowledges and/or manipulative skills, as measured by tests administered by a school or by a curriculum coordinator. VI, p. 83. (adapted)

Special student need

Any such need should be specified. VI, p. 83. (adapted)

Other requirements

Requirements for entrance other than those identified above, e.g., ancestry, occupation or employers of parents, previous attendance at an accredited school, and availability of transportation (including parental acceptance of responsibility of transportation). Any such requirement should be specified. VI, p. 83. (adapted)

No requirements

No entrance requirements exist, the curriculum, the course, class, program of studies, or activity being available to all pupils of the school. VI, p. 83. (adapted)

08 Completion Requirements

The minimum educational achievement or other qualifications for the successful completion of a program of studies, a curriculum, course, or class, e.g., general achievement in school work, successful completion of an equivalency examination, and successful completion of a given number of courses or of specified courses. VI., p. 84. (adapted)

Completion of a minimum number of instructional units

The successful completion of a given number of courses in a program of studies, as indicated by designations for units of value (such as units, credits, semester credit hours, and quarter credit hours). VI, p. 85. (adapted)

Total number of instructional units required for successful completion or graduation

A specified minimum total number of units of value held by an enrollee which identifies the competencies acquired, in relation to the competencies required to be employed in a definable occupation. May be for part or all of a curriculum. Project definition.

Demonstrable accomplishment or proficiency

Refers to the practical demonstration of skills acquired in a vocational curriculum, and generally demonstrated to the instructors in the curriculum for purposes of rating/grading, or to a selection of employers, or to members of a local occupational advisory committee. Project definition.

Age

Attainment of a specified age, resulting in termination of students' work in the program, curriculum, course, or self-contained class. VI, p. 85. (adapted)

Duration of time

A specified number of years, semesters, weeks, days, or the like for students' work in the program, curriculum, course, or self-contained class. VI, p. 85. (adapted)

Other requirements

Requirements for completion or graduation, other than those identified under items above, e.g., a requirement for duration of time as a full-time student. Any such requirement should be specified. VI, p. 85. (adapted)

09 Recognition of Completion

The nature of the certificate or other recognition given pupils for successful completion of a program of studies, a curriculum, course, class, or co-curriculuar activity, or for graduation from a school, e.g., a diploma or other certificate, promotion to the next school, and awarding of units of value. VI, p. 85. (adapted)

Uniform high school diploma

A formal document certifying the completion of the prescribed work of a secondary school, without differentiation according to type of program. VI, p. 85.

Differentiated high school diploma

Formal documents certifying the completion of prescribed secondary school programs of studies, with a differentiation in type of diploma according to program, e.g., academic diploma, general diploma, and vocational diploma. Any such differentiated diploma may be specified. VI, p. 85.

Certificate of high school equivalency

A formal document issued by a state department of education or other authorized agency certifying that an individual has met the state requirements for high school graduation equivalency by (a) attaining satisfactory scores on an approved examination or (b) earning the required number of credits in an organized program of approved instruction. VI, p. 85.

Certificate of completion

A document certifying the satisfactory completion of a course, curriculum or a program of studies. This document is frequently awarded for courses for which credit toward graduation is not granted. This document sometimes is referred to as a "certificate of training." VI, p. 85. (adapted)

Certificate of attendance

A document certifying the presence of the student at school during given years or on given days. This document sometimes is awarded in lieu of a diploma or certificate of completion. VI, p. 85. (adapted)

Associate degree

A degree commonly conferred upon the successful completion of a 2-year program of studies of a community college, junior college, technical institute, or 2-year program of a senior college. VI, p. 85. (adapted)

Other certificate or degree

A certificate or degree other than those identified under items above. The nature of any such certificate or degree should be specified. VI, p. 85. (adapted)

Other recognition

Recognition, other than that indicated above, given students for the successful completion of curriculum or a program of studies. The nature of any such recognition should be specified. VI, p. 85. (adapted)

10 Planned Instructional Terminal Student Outcomes

Awareness

Awareness and understanding of one's abilities, educational needs, emotions, interests, characteristic behavior patterns, ideal self, and self as perceived by others. VI, p. 90. (adapted)

Occupational information

Information, concerning immediate and long-range career and occupational plans, provided students individually or in groups. VI, p. 92. (adapted)

Exploration

A system of organized activities provided students, in order to give them a wide range of exploratory experiences in one or more broad clusters of occupations, with a view to helping students understand the many careers open to them. Project definition.

Manipulative skills and theory

The occupationally connected manipulative skills and associated theory instruction generally provided by the shop/laboratory facility, differing from the technical knowledge provided by other instructors exterior to the shop/laboratory. Theory instruction is confined generally to the technical and auxiliary information directly related to the on-going shop/laboratory activities. Project definition.

Technical and auxiliary knowledge

The information, understandings, and appreciations needed for successful initial entry into a specified occupation or cluster of closely related occupations. VI, p. 89. (adapted)

Citizenship competencies

The knowledge and appreciation of one's responsibilities and rights as a member of his school, community, state, nation, and world, and the preparation for participatory citizenship. VI, p. 89. (adapted)

Social competencies

The acquisition of skills, knowledge and attitudes which provide students with ease and skills in interpersonal relationships. VI, p. 90. (adapted)

Supplemental training

Instruction in manipulative skills, theory, technical knowledge, general education and other areas which provide the employed worker with opportunities to remain current in his occupation, and to upgrade/update himself in preparation for jobs on higher levels. Project definition.

Job preparation (DOT numbers)

Refers to the code numbers that have been assigned to occupations, and assembled in the Dictionary of Occupational Titles. Where occupations appear to be very similar to those listed in the DOT but are titled somewhat differently, it is appropriate to use the DOT code number. Project definition.

11 Structure of Vocational Curriculum

Separate courses: discrete subjects or areas

A structure in which each subject-matter areas or segments is taught as en entity. VI, p. 100. (adapted)

Separate courses: correlated subjects or areas

A structure in which two or more subject-matter areas or segments, taught during the same school term to many of the same students are articulated in such a manner that the relationships of the subject-matter areas are made a part of the instruction without destroying the identity of the respective subject-matter areas; any course or section with which a given course or section is correlated may be specified. VI., p. 100. (adapted)

Integrated clusters

A structure in which subject-matter area boundaries are flexible, with all offerings of a class being taught in relation to broad areas of study and in relation to one another as mutually associated in some genuine relationship. VI, p. 100. (adapted)

Core courses instructional unit

A structure in which a sequence of central problems or units growing out of student interests, concerns, and needs provides the basis for content and learning experiences. In a departmental organization, courses having this structure typically meet for two or more consecutive class periods. VI, p. 100. (adapted)

"Project" structure with associated activities

A significant practical unit of activity, having educational value, aimed at one or more definite goals of understanding, and involving the investigation and solution of problems. VI, p. 102. (adapted)

Combination

A combination of structures included above. The structures comprising such a combination should be specified. VI, p. 100. (adapted)

Other

A structure of the content of the program of studies other than those presented above. Any such structure should be specified. VI, p. 101. (adapted)

12 Media of Instruction (Relative Teacher Time Spent)

The media by which a teacher communicates with students, e.g., direct student-teacher interaction (in-school or out-of-school) and indirect student-teacher interaction such as television and correspondence. Information indicating where the student receives instruction--e.g., within the given school, at another school, at home, or in a hospital--can be included. VI, p. 101. (adapted)

Single teacher

Refers to the instruction that may be provided by one individual teacher, e.g., the carpentry instructor who provides the instruction for students in the area of manipulative skills, and also teaches them the related mathematics and related science for the occupation. Project definition.

Team of teachers

Two or more teachers planning, instructing, and evaluating together for a given group of students. VI, p. 101. (adapted)

Tutoring

An activity in which instruction is provided an individual student by direct interaction with a teacher. VI, p. 101. (adapted)

Independent study

An activity in which students, carrying on their studies without attending formal classes, consult periodically with one or more teachers for direction and assistance, and frequently, work toward the completion of individual study projects. VI, p. 101. (adapted)

Computer assisted instruction

Programmed instruction utilizing an electronic computer as the principal medium of instruction. VI, p. 259.

On-the-job supervision

Supervision of the work portion of a course in a work-study program, at the student's place of employment, by a supervisor not principally employed by the school. VI, p. 101. (adapted)

Educational television

Instruction provided by the medimum of television including closed circuit and broadcast television. Project definition.

Home instruction

Instruction provided by a teacher in a residence for students unable to attend a school. . . . VI, p. 101. (adapted)

Other

Out-of-school or in-school instruction utilizing direct student-teacher interaction other than that included above. Any such instruction should be specified. VI, p. 101. (adapted)

13 Methods and Techniques of Instruction (Relative Class Time Spent)

The principal methods by which instruction is provided pupils, e.g., demonstration, discussion, laboratory experience, and lecture. VI, p. 101. (adapted)

Comparative analysis

A thought process structured by the teacher, employing the description, classification, and analysis of more than one system, group, or the like so as to ascertain and evaluate similarities and differences. VI, p. 101.

Demonstration

An activity in which the teacher or another person uses examples, experiments, and/or other actual performance in order to illustrate a principle or show others how to do something. VI, p. 101.

Diagnosis

The continuous determination of the nature of learning difficulties and deficiencies, used in teaching as a basis for the selection--day-by-day or moment-by-moment--of appropriate content and methods of instruction. VI, p. 101.

Directed observation

Guided observation provided for the purpose of improving the study, understanding, and evaluation of that which is observed. VI, p. 101.

Discussion

An activity in which students, under teacher and/or student direction, exchange points of view concerning a topic, question, or problem in order to arrive at a decision or conclusion. VI, p. 101. (adapted)

Dramatization

Learning experiences concerned with expressive interpretation of ideas, concepts, and/or roles. VI, p. 101.

Drill

An orderly, repetitive, learning activity intended to help develop or fix a specific skill or aspect of knowledge. VI, p. 102.

Experimentation

An activity involving a planned procedure accompanied by control of conditions and/or controlled variation of conditions together with observation of results for the purpose of discovering relationships and evaluating the reasonableness of a specific hypothesis. VI, p. 102.

Field experience

Educational work experience, sometimes fully paid, acquired by students in a practical service situation. . . . VI, p. 102. (adapted)

Field trip

A planned and programmed educational trip to one or more places where students may study the content of instruction directly in its functional setting, e.g., a trip to a factory, newspaper office, or fire department. VI, p. 102. (adapted)

Group work

A process in which members of the class, working cooperatively rather than individually, formulate and work toward common objectives under the guidance of one or more leaders. VI, p. 102.

Laboratory experience

Learning activities carried on by students in a laboratory designed for individual or group study of a particular subject-matter area, involving the practical application of theory through observation, experimentation and research, or, in the case of vocational education, involving learning through demonstration, drill and practice. This applies also to the study of art and music, though such activity, in this instance, may be referred to as a studio experience. VI, p. 102. (adapted)

Lecture

An activity in which the teacher gives an oral presentation of facts or principles, the class frequently being responsible for note-taking. This activity usually involves little or no student participation by questioning or discussion. VI, p. 102. (adapted)

Listening

Activities provided for students to learn by auditory means. VI, p. 102. (adapted)

Manipulative and tactile activity

Activity by which students utilize the movement of various muscles and the sense of touch in order to develop manipulative and/or perceptual skills. VI, p. 102. (adapted)

Modeling and imitation

An activity, frequently used for instruction in speech, in which the students listen to and observe a model as a basis upon which to practice and improve their performance. VI, p. 101. (adapted)

Practice

An activity in which students have opportunity to put into practice those skills and understandings previously learned through other instructional activities. VI, p. 102. (adapted)

Problem solving

A thought process structured by the teacher and employed by the students for clearly defining a problem, forming hypothetical solutions, and possibly testing the hypotheses. VI, p. 102. (adapted)

Programmed instruction

Instruction utilizing a workbook, textbook, or mechanical and/or electronic device which has been "programmed" to help student attain a specified level of performance by (a) providing instruction in small steps, (b) asking one or more questions about each step in the instruction and providing instant knowledge of whether each answer is right or wrong, and (c) enabling students to progress at their own pace. VI, p. 102. (adapted)

Project method

A significant practical unit of activity, having educational value, aimed at one or more definite goals of manipulative skills achievement, understanding of theory and technical knowledge, and involving the investigation and solution of problems. VI, p. 102. (adapted)

Reading

Activities--including both silent reading and listening to oral reading--in which students get meaning from written or printed sources. VI, p. 102. (adapted)

Recitation

Activities devoted to reporting to a class or other group about information acquired through individual study or group work. VI, p. 102.

Seminar

An activity in which a group of students, engaged in research or advanced study, meets under the general direction of one or more staff members for a discussion of problems of mutual interest. VI, p. 102. (adapted)

Shop work

An activity emphasizing experiences that provide students opportunities for acquiring skills in woodwork, metalwork, electricity, electronics, automotives, or other industrial processes and procedures. VI, p. 102. (adapted)

Simulation

A learning process which involves students as participants in role presentations and/or games simulating real-life situations or environments. VI, p. 102. (adapted)

Testing

A process utilizing an examination, quiz, or other procedure measuring ability, achievement, and interest as a basis for the selection of appropriate content and methods of instruction, or utilizing a sequence of single questions as a means of selecting content and/or imparting information, as is the case in programmed instruction. VI, p. 102.

Other methods

Principal methods, other than those included above under the above items by which instruction is provided for students, e.g., "inquiry,"; or for the deaf, an oral, manual, or combined oral, and manual method of insturction. Any such method should be specified. VI, p. 102. (adapted)

14 Student Evaluation Procedures

Means by which teachers evaluate student performance and the adequacy of the subject matter and methods of instruction. VI, p. 103. (adapted)

Instructions' observations

Personal observation--informal and/or controlled--of conditions and activities. VI, p. 74.

Instructor-made tests

A test constructed by a member of the instructional staff which usually is based on multiple-choice, matching, or completion-type questions, and which may or may not have local norms. VI, p. 74. (adapted)

Standardized tests and inventories

A test composed of a systematic sampling of behavior, having data on reliability and validity, administered and scored according to specific instructions, and capable of being interpreted in terms of adequate norms . . . . VI, p. 74. (adapted)

Student-self evaluation(s)

The process, designed cooperatively between students and instructors, for the purpose of providing students opportunities to evaluate the progress in manipulative skills and technical knowledge being made in a specific kind of occupational instruction. Project definition.

Peer group evaluation(s)

The evaluation of the student's acquired skills in an occupational education curriculum, including the general education elements of awareness, orientation, occupational education; manipulative skills and theory, technical education, etc. The evaluation would be conducted by the student's peers, under the direction and guidance of the student's instructors. Project definition.

Evaluation by any of the above

Refers to all of the instructor developed means to test the occupational and general capabilities of students, and peer group evaluations conducted by the students enrolled in pre-vocational or vocational curriculums on all levels of instruction. Project definition.

Evaluation by curriculum advisory committee members

Pertains to the activities conducted by members of a curriculum advisory committee, under the direction of the instructor responsible for the curriculum in the institution, and designed to measure those elements of student learnings that the curriculum committee member is qualified to measure. Thus, in the overall assessment of the skills, technical knowledge, communication skills, et al., a committee member may be assigned the task of evaluating the speed, accuracy and manipulative skills, acquired by learners in an occupational curriculum. Project definition.

Other evaluation

Any other procedure that is utilized by an institution, instructor, peer or other individual to measure the quality and quantity of the instruction. May include citizens, employers, or others. Project definition.

15 Basis for Grouping

Primary considerations typically utilized for grouping students within classes for instruction in a given self-contained class or course. VI, p. 103. (adapted)

Abilities/skills

Concerns the grouping of individuals for purposes of vocational education, based upon the results of formal or informal means of assessing the mental and physical abilities necessary in order to cope with an occupation. Means might include tests of dexterity, physical capabilities, practical skills demonstrations, et al. Project definition.

Achievement

Refers to the selection of students for specific vocational training based upon results of tests meant to measure achievement. Standardized tests (objective measures) and other methods of achievement measurement that utilize subjective judgments of knowledgeable persons would be the basis for grouping the students by achievement levels. Project definition.

Age

Grouping by age levels refers to the procedures which separate secondary school students from postsecondary students or adults. For example, youth under 18 might be provided instruction in an occupation in an area vocational technical school, whereas an individual over 18 (adult) might receive the identical instruction in a community college, or an adult learning center. Project definition.

Interests

Concern the indicated occupational desires of youth and adults, and the matching of these desires with the occupational offerings of an institution. Thus, students interested in electronics would be grouped together. These interests might be determined by standardized student interest inventories, by verbal declarations, or by any other means that might disclose genuine interest in a specific occupational education curriculum. Project definition.

Personality characteristics

Refers to the special classes and groups that are formed to accomodate those individuals who might have personality characteristics that are at variance with others in an institution, e.g., emotionally disturbed. Project definition.

Sex

Common usage.

Other basis

Refers to the organization of student groups or classes under bases that differ from the usual bases of age, sex, et al. For example, grouping of students for purposes of instruction to compensate for the hours during the day or night that they are employed would be a viable procedure, i.e., mathematics of a technical nature for welders that work on the "swing shift." Project definition.

16 Location of Instruction

Items of information under this heading may be used to describe the location and nature of the facility or facilities used for instruction and for services supporting instruction--e.g., a school facility, a hospital, and the home of a student--and to identify the location of the room or other teaching space into which an individual, group or a section is scheduled. If appropriate, identification may be made of those classes considered as "extension classes," and of locations used for outdoor education. Any special or unique built-in equipment should be identifiable with the teaching space. VI, p. 96. (adapted)

School

One or more buildings or sites belonging to or used by a school or school system for school purposes. In identifying a group or a section, the room number or other teaching space designation should be given. VI, p. 97. (adapted)

Home

The home or residence of a student. For local use in designating a group or section, the specific home or residence should be identified. VI, p. 97. (adapted)

Hospital

A building or site belonging to or used by a hospital, sanatorium, or convalescent home. For identifying a group or section, the specific institution and room number or other space designation should be given. VI, p. 97.

Business, commercial or industrial

A building or site belonging to a business, commercial, industrial, or similar organization. Any such facility and the organization to which it belongs should be identified. VI, p. 97. (adapted)

Governmental agencies

A city, state, county, or federal agency that conducts occupational preparatory instruction and/or upgrading and updating instruction for new or employed workers. Project definition.

Other nonschool location

A location used for vocational education instruction other than those included under items above, e.g., a building or site belonging to or used by a service organization or public noneducational agency. Any such facility and the agency to which it belongs should be identified. VI, p. 97. (adapted)

17 Persons or Groups Involved in Evaluation and/or Curriculum Improvement

Identification of the persons or groups taking part in the evaluation and/or improvement of an aspect of the instructional program of the entire school system, or a portion larger than a school, or a single school, e.g., individuals or groups representing the administrative or instructional staff, the State education agency, a regional accrediting association, and a consultant or consulting firm. VI, p. 73.

State Board for Vocational Education

The elected or appointed body which has been vested with responsibilities for authorizing, financing, and evaluating the educational activities in a given school system, school, or geographic area. Such bodies sometimes are known by terms such as school boards, governing boards, boards of directors, school committees, and school trustee. (Note: This definition relates to the general term and encompasses the boards of public and nonpublic institutions and school systems, including state boards of education and boards of intermediate and local basic administrative units.) VI, p. 73. (adapted)

State educational agency staff

Staff members of an organization established by state law to carry out specified educational responsibilities of the state. VI, p. 74. (adapted)

State Advisory Council on Vocational Education

A committee representing major elements of industry, business and education, usually appointed by the governor of a state, and whose Council assignment is to guide and evaluate the quantity and quality of vocational education in a state. Project definition.

Local advisory committee (vocational program)

The locally organized and appointed group of educators, industrial representatives and business people who assist the local educational administrator of vocational education in decision-making affecting those to be served, curriculums, staff needs, facilities, and other overall matters. Project definition.

Local board of education or other local governing bodies

The locally organized committee or group, elected or appointed, that has the responsibility and authority under local ordinance to authorize and fund local programs and/or curriculums of vocational education. Project definition.

Local advisory committee (vocational curriculum)

A carefully selected committee of approximately 5 to 10 individuals who themselves are directly involved in the conduct of a business or industry that employs early-leavers, graduates, and others in a particular and specialized occupation, i.e., an automotive mechanics curriculum advisory committee made up of a group of garage master mechanics, automobile parts distributors and automobile agency heads. Project definition.

Central LEA staff

The individuals employed by the local educational agency, and located in its facility who are assigned the responsibilities for planning and organizing, administering and supervising vocational and pre-vocational curriculums and activities in a school system, technical institute, community college or other kind of institution. Project definition.

School staff

School staff members generally performing activities dealing with the teaching of students or with improving the quality of teaching. This includes teachers, department heads, school librarians, audiovisual personnel, guidance personnel, and psychological personnel generally serving a single school. This also includes the instructional supervision function of school principals. VI, p. 73. (adapted)

National accrediting association

The agency, recognized nationally by the U. S. Commissioner of Education, that has been approved for the purposes of accrediting occupational curriculums or programs. Evaluation and accreditation by a national accrediting association is tantamount to the assurance that the curriculum or the institution has met all of the requirements, and is in fact producing qualified graduates from its occupational offering(s). Project definition.

Regional accrediting association

Representatives of an organization established to administer an accrediting procedure in a geographical area including several states but not the entire nation. VI, p. 74.

Educators' organization

Representatives of an organization of educators that draws its membership from the local area, state, or nation as a whole. VI, p. 74.

Consultants

One or more persons without administrative authority whose advice is sought in improving policies and procedures such as those related to aspects of curriculum and instruction or those related to the administration of the school system and/or individual schools. This includes individuals or teams from colleges, universities, and consultant firms. Depending on the nature of his activity, such a person frequently is referred to as a "curriculum consultant" or a "management consultant." VI, p. 74.

Parents and/or legal guardians

Persons having direct responsibility for children attending the schools of the school system. VI, p. 74. (adapted)

Representatives of community interests

Persons representing one or more aspects of community activity, e.g., business, labor, industry, religion, education, social service agencies, youth-serving agencies, and other civic organizations. VI, p. 74. (adapted)

Students

Individuals for whom an organized program or curriculum of instruction is provided in an educational institution under the jurisdiction of the school system. VI, p. 74. (adapted)

Others

Persons, other than those identified above who take part in the evaluation process. Any such persons and groups should be specified. VI, p. 74. (adapted)

18 Evaluation Procedures

Information about the frequency, media, and findings of evaluation of a given aspect of the instructional program of the entire school system, a portion of the school system larger than a school, a single school, a program of studies, a curriculum, or a specific type of self-contained class, course, or co-curricular activity. VI, p. 74. (adapted)

Frequency of evaluation

The frequency with which an aspect of the instructional program is studied as a part of an evaluation procedure to determine status or performance, e.g., semiannually, annually, biennially, or as required for some special purpose. This frequency should be specified. VI, p. 74.

Data collection media

The medium or media utilized in gathering descriptive or quantitative data for use in evaluation, e.g., observation, standardized tests, survey instruments, and accreditation and/or approval criteria. These data may be used in determining, among other things, the extent to which predetermined objectives and purposes of the school system or school have been achieved, the extent to which given standards are met, and the comparison with previous performance or the performance of others. VI, p. 74.

Use of data collection findings

The manner in which findings resulting from the data collection procedures are utilized for purposes of evaluation, e.g., in comparison of current status or performance with (a) objectives, (b) standards or criteria, (c) previous status or performance and/or (d) current status or performance of one or more other comparable groups or units. VI, p. 74.

Interpretation of outcomes

A statement of significant outcomes resulting from evaluation procedures, usually involving an amount of interpretation, including identified needs for strengthening or improving aspects of the instructional program. VI, p. 74.

19 Aspects of the Curriculum Evaluated

An indication of aspects of the instructional program which are studied in any given evaluation activity. This includes aspects of the instructional program's background and of the content, resources, and processes of instruction. VI, p. 74. (adapted)

Scope of instructional content

The general range of instructional content provided students through self-contained classes, curriculums, courses, and co-curricula activities. VI, p. 75. (adapted)

Sequence of course and instructional units

The broad subject-matter areas and specific courses in which instruction is provided for students of the school system. VI, p. 75. (adapted)

Articulation of elements

The manner in which the classroom instruction, co-curricular activities, and instructional services of the school system are interrelated and interdependent, the aim being to facilitate the continuous and efficient educational progress of students (e.g., from one grade to the next, from elementary to secondary school, and from secondary school to college), to interrelate various subject-matter areas of the curriculum (e.g., physics and instruction in electronics, and/or to interrelate the school's instructional program with the program of out-of-school institutions (e.g., the industries, businesses, hospitals, homes). VI, p. 75. (adapted)

Appropriateness in terms of age of learners (depth and breadth)

The evaluation placed upon a curriculum by administrators, supervisors, advisory committees or others relative to the ability of students in a particular grade or grade level to engage in and acquire the specified depth and breadth of skills, technical knowledge, theory, general education and auxiliary information. Project definition.

Currency

The extent to which the instruction provided by the school is representative of the skills, theory, technical knowledge and communicative skills required of an employed person to function efficiently in the same occupation. Project definition.

Others

Other aspects of the curriculum offered by an institution. These may include such elements as textbook currency, textbook selection procedures, ranges of learning experiences that are provided within the school and in the community, etc. Project definition.

20 Aspects of Instructional and Supporting Services Evaluation

A selection of factors, descriptive of instructional resources, which are considered in the evaluation process. The broad areas of services supporting instruction which are considered in the evaluation processes, e.g., resource services for students, student personnel services, and services for the instructional staff. Among factors to be considered concerning each of these broad service areas are appropriateness, accessibility, adequacy, frequency of use, and effectiveness of management. VI, p. 75. (adapted)

Preparation of instructional staff

The distribution of teachers (and other members of the instructional staff) according to aspects of their professional preparation such as the number of college credits in various general academic areas and in courses of professional educational preparation. This may include consideration for quality of preparation, such as "class standing," "grade-point average," and recommendations. VI, p. 75. (adapted)

Experience of instructional staff

The distribution of teachers (and other members of the instructional staff) according to aspects of their work experience, such as the nature and duration of experience in the current school, in the school system, in education outside the school system, and outside the field of education. VI, p. 75. (adapted)

Certification status of instructional staff

The distribution of teachers (and other members of the instructional staff) according to aspects of their certification status, including an indication as to the extent to which they are working in the area for which they have been certificated. VI, p. 75. (adapted)

Minimum qualification for employment

The minimum requirements for employment in each type of instructional assignment, considering factors such as education (or other preparation) and work experience. VI, p. 75. (adapted)

Nature of staff assignments

The various types of instructional staff assignments within the school or school system and the number of positions for each assignment. The appropriateness of the various types of assignments may be considered in light of program objectives. VI, p. 75. (adapted)

Numerical adequacy of staffing

The numerical adequacy of staffing for each type of instructional staff assignment. This adequacy frequently is expressed as "teaching load" and "student load" as related to activities such as (a) direct student supervision, (b) responsibility for parent and/or student counseling, and (c) responsibility for preparation of materials and reports for counseling. VI, p. 75.

Staff performance in assignment

The general effectiveness with which staff members perform their functions. VI, p. 75. (adapted)

Staff morale

The characteristic feelings and attitudes of members of the instructional staff as related to their duties, responsibilities, goals, supervision, supervisors and fellow staff members. VI, p. 75.

Other staff characteristics

General characteristics of the instructional staff, other than those identified under above items, which are considered in the evaluation process. Any such general characteristic should be specified. VI, p. 75. (adapted)

Resource services for students

Services such as school library services and audiovisual services which make instructional resources available directly to students. VI, p. 75. (adapted)

Student personnel services

Services such as guidance services, health services, school psychological services, audiology services, speech pathology services, attendance services, and school social work services which are concerned with the total welfare of students. VI, p. 75. (adapted)

Services for instructional staff

Services such as library services, audiovisual services, instructional supervision services, and provisions for inservice education which provide materials, guidance, and other assistance to teachers and other members of the instructional staff. VI, p. 76.

Other services

Services, other than those included above which support instruction and are considered in the evaluation process, e.g., food services, student transportation services, community services, research services and information services. Any such service should be specified. VI, p. 76. (adapted)

Administration/supervision

The activities of directing and managing an operation--of the school system or school--related to instruction, provision of facilities, curriculum improvement, budgeting and financing, and instructional services. VI, p. 76. (adapted)

Facilities

The appropriateness, quantities, adequacy, accessibility, and frequency of use of the various types of facilities, including built-in equipment. VI, p. 76.

Movable equipment

The appropriateness, quantities, adequacy, accessibility, and frequency of use of various types of portable equipment, including library books. VI, p. 76.

Supplies

The appropriateness, quantities, adequacy, accessibility, and frequency of use of the various types of supplies, including textbooks and films. VI, p. 76.

Finance

The sources of funds, extent of financial resources, amount and proportion of budget appropriations made for the instructional program (i.e., curriculum and instruction) as a whole and for various aspects of the instructional program, and the actual expenditures for the various budget items. VI, p. 76.

Salaries and salary schedule

The appropriateness and adequacy of the salary schedule for classroom teachers and for other categories of the instructional staff, and the distribution of each type of instructional personnel according to selected salary categories. VI, p. 76.

Community resources

The facilities, agencies, businesses, and persons outside the schools in the community that may be used, or are used, by the schools, for their educative values, e.g., theaters, parks, playgrounds, libraries, art galleries, museums, zoos, planetariums, botanic gardens, universitites, churches, scouts and other youth groups, service clubs, social-service agencies, industries, and indivduals, including representatives of various occupational groups, cultural groups, and civic organizations. VI, p. 76.

Medium of instruction

Any medium by which, or through which, the teacher communicates with his students, such as direct student-teacher interaction, television, radio, correspondence, a self-teaching device or other independent study. VI, p. 76. (adapted)

Methods of instruction

The types of procedures utilized by the teacher and/or student in instruction, e.g., demonstration, discussion, experimentation, lecture, practice, problem solving, and seminar. VI, p. 76. (adapted)

Other aspects of instruction

Factors related to the instructional process, other than those included under the above items, which are considered in the evaluation process. Any such factor should be specified. VI, p. 76. (adapted)

Completion rate

The ratio of those numbers of individuals enrolled at a stipulated starting time, to those individuals that completed the curriculum in an occupational education program. Project definition.

Attainment of planned instructional outcomes

The measure of those students whose planned instructional outcomes were satisfied by the completion of an instructional curriculum. Project definition.

Post-school student outcomes

The general nature and, in some instances, quality of participation and accomplishments of former students (both graduates and dropouts) in employment and other activities after leaving school. VI, p. 72. (adapted)

Characteristics of students served

Identified general student characteristics and needs which provide, or might provide, a basis for educational planning by the school. VI, p. 72. (adapted)

Community needs

Identified needs of the community, e.g., additional library facilities, additional recreational opportunities, improved housing, and additional employment opportunities. VI, p. 72. (adapted)

Student needs

Identified general needs of the students of the school(s) which might provide a basis for educational planning. Among these are personal needs (e.g., for peer acceptance and for feelings of success) and needs for remediation of specific deficiencies, various types of guidance, appropriate socialization experiences, and assistance with language problems. Such needs might be extended to include consideration of needs for community recreational organizations and facilities, and greater selection in educational offerings. VI, p. 72.

21 Related Occupations

Title(s) of related occupations

Refers to occupations within a cluster of occupations to which there are relationships within the curriculum being engaged in by an enrollee in a vocational education program, i.e., automobile ignition work as related to the cluster of jobs that are concerned with all types of automobile and internal combustion engines. Project definition.

Occupational classification code used

Refers to the handbook code that describes a particular occupation. Could be one of several codes, i.e., the Office of Education code, the Department of Labor code, etc. Project definition.

22 Sources of Funding

Dollar amount - federal funding

Revenue provided by the Federal Government for activities at the LEA level. Expenditures made from this revenue should be identifiable as federally supported expenditures. II, p. 51. (adapted)

Dollar amount - state funding

Revenue provided by the state government for educational activities at the LEA level. Expenditures from this revenue should be identifiable as State-supported expenditures. II, p. 51.

Dollar amount - local funding

Revenue provided by the local government for educational activities at the local education agency level. Expenditures made from this revenue should be identifiable as locally-supported expenditures. II, p. 51.

Grant number

The official number of the grant-in-aid, such number having been established by the city, town, county, state, or other agency that makes the funds available for instruction of a vocational nature. Project definition.

Common account number

Refers to the identification number to earmark grant fund for purposes of accounting for their allocation and expenditure. Project definition.

Other

Revenue provided by sources other than those above. II, p. 51.

23 Type of Funding Allotted to Curriculum

Dollar allocations by VEA funding categories

Parts of Vocational Education Act (VEA)

Part A Disadvantaged

STATE PROGRAMS

Part B1	Secondary
Part B2	Postsecondary
Part B3	Adult
Part B4A	Disadvantaged
Part B4B	Handicapped
Part B5	Construction
Part B6	Guidance and Counseling
Part B7	Contracted Instruction
Part B8	Ancillary Services

RESEARCH (STATE)

Part C1	Research Coordination
Part C2	New Grants
Part C3	Continuing Projects

EXEMPLARY (STATE)

Part D1	Disadvantaged
Part D2	Handicapped
Part D3	New Projects
Part D4	Continuing Projects

CONSUMER AND HOMEMAKING

Part F1	Depressed Areas
Part F2	Disadvantaged
Part F3	Handicapped
Part F4	Other

COOPERATIVE

Part G1	Employer Reimbursement
Part G2	Disadvantaged
Part G3	Handicapped
Part G4	Other

WORK STUDY

Part H1	Administration
Part H2A	Disadvantaged
Part H2B	Handicapped
Part H3	Other

24 Curriculum Expenditures

Total expenditure

Total charges incurred, whether paid or unpaid, which are presumed to benefit the current fiscal year. II, p. 126. (adapted)

By activities

Refers to the categorical uses to which funds are put within a curriculum. The categories are such activities as Instruction, Instructional Support Services, non-program services, debt charges, etc. Project definition.

By assignment

Charges incurred by assignment (a specific group of activities for which staff members have been given responsibility). Project definition.

By object

Refers to the major services or commodities associated with vocational education expenditures. Project definition.

25 Unobligated Allotments Carried Forward

Dollar amounts by curriculum

The allocations beyond the usual fiscal period of funds in a vocational enterprise made on the basis of curriculums from unencumbered and/or unobligated funds. Project definition.

26 Curriculum Enrollment

Total enrollment by student characteristics

Enrollment is a broad category which includes data about the student's entrance into the situation in which he will receive instruction (e.g., school, class, and instruction by correspondence), about his membership (including attendance, absence, tardiness, and early departure), and about his withdrawal (including completion of school work, transfer, dropout, and death). . . . Rev. V, p. 68.

Average daily membership (A.D.M.)

The aggregate days of membership of vocational students in a given school during a given reporting period divided by the number of days school is in session during this period. Only days on which the students are under the guidance and direction of teachers should be considered as days in session. The reporting period is generally a given regular school term. The average daily membership for groups of schools having varying lengths of terms is the sum of the average daily memberships obtained for the individual schools. VI, p. 258.

Average daily attendance (A.D.A.)

The aggregate days attendance of vocational students in a given school during a given reporting period divided by the number of days school is in session during this period. Only days on which students are under the guidance and direction of teachers should be considered as days in session. The reporting period is generally a given regular school term. The average daily attendance for groups of schools having varying lengths of terms is the sum of the average daily attendances obtained for the individual schools. VI, p. 258.

Total number of withdrawals by type

Withdrawal information is information about students who withdraw from membership in a class, grade, or school, by transferring completing school work, discontinuing school work, and because of death. V, pp. 4-62.

Total number of early leavers by reason for leaving

Total number of students who have terminated training in a curriculum prior to normal completion time, but who have gained marketable skills and have been employed in the field for which trained; or, total number who withdraw from the curriculum and remain in school or withdraw from the curriculum and leave school without marketable skills, or students who withdraw from junior colleges, adult education programs, or other instructional programs prior to completion. Possible reasons for early leave, e.g., physical illness, academic difficulty; dislike of school experience, economic reasons, employment, marriage, etc. Project definition.

Other

Any other distinguishing characteristics of the total number of students within a curriculum. May include those that complete a single module or a series of modules of instruction. Project definition.

27 Post-School Outcomes of Curriculum Completers/Early Leavers

Total number of post-school outcomes

The outcomes by classification or number that accrue to completers of vocational education curriculums, modules of the curriculum or a series of modules. Outcomes include entering employment, continuing on in the full-time school, acquiring higher salary or job status, etc. Project definition.

28 Staff Assigned to Curriculum

Personnel identification

Information identifying staff member(s) including such characteristics as name, Social Security number, sex, racial/ethnic background, school, position or activity allocation, etc. Project definition.

FTE allocated to curriculum

The number of full-time equivalent persons allocated in an occupational curriculum for the purposes of teaching, supervision and/or administration. F.T.E. is usually calculated on the basis of the number of hours of contact an individual has with a student-load or staff-load of a stipulated number (i.e., a full-time equivalent teacher is one who meets a class-size group of approximately 20 students for approximately 15 hours per week. Several part-time teachers serving the same group would aggregate to one F.T.E. Project definition.

Total number by staff characteristics

An inventory of the characteristics of each staff member, including age, length of service, curriculum assigned to sex, race, etc. Includes all that are considered in staff: instructors, supervisors, administrators, clerical assistants, secretaries, custodians, others. Project definition.

29 Equipment Assigned to Curriculum

Equipment identification

A material item of a nonexpendable nature, such as a built-in facility, a movable or fixed unit of furniture or furnishings, an instrument or apparatus, a machine (including attachments), an instructional skill-training device, or a set of small articles, whose parts are replaceable or repairable, the whole retaining its identity and utility over a period of time which is characteristic of, and definable for, items of its class. III, p. 130.

Pro-rata share allocated to curriculum

The identification of the items of equipment and the purchase costs of such equipment categorized by the curriculums that utilize the equipment for instruction. In cases where several curriculums use the same equipment, the proportionate costs of the items are assigned. Project definition.

Method of pro-rating (when applicable)

The procedures used to determine the amounts of money to be allocated to a curriculum for the acquisition of equipment. This is generally based upon relevancy of the equipment to the concepts taught in the curriculum, numbers of students being served, and numbers of F.T.E. instructors that use such equipment. Project definition.

Total number by equipment characteristics

This is the aggregate number of all items of equipment in a program of vocational education, identified by maker, capacity, cost to replace pieces of identical equipment and curriculum to which equipment is assigned. Project definition.

Total cost by equipment characteristics

The total cost of all items of equipment, described in terms of individual characteristics. Thus, in a Home Economics laboratory, each item of equipment such as the electric stove, gas stove, deep freeze, electric disposal, et al., would be described and the appropriate cost of acquiring same provided. Project definition.

30 Building Curriculum Utilization

Identification of building(s) used

Includes all buildings used in the vocational enterprise, whether on one or more sites or campuses. Classroom buildings, library, administration building, occupational education building, and student residences are included. Project definition.

Identification of rooms used

The actual number of rooms, laboratories and shops that are used for any educational or educational support function in an institution which offers vocational education. Identification is made by building code or number and function. Project definition.

Pro-rata allocation to curriculum

The actual number and identification by code and function of all rooms allocated for use in conducting education or education support functions of a vocational education curriculum. Project definition.

Methods of pro-rating

The procedure used by the administration/supervisor function of a vocational education institution to allocate classrooms, laboratories, shops, and other facilities for the educational support functions performed within a curriculum. Project definition.

Total number by building characteristics

The total number of buildings utilized by a vocational education enterprise, whether on one or more sites or campuses, listed by code number of building and by characteristics such as square footage, numbers of rooms, date of construction, present value, location on site, or location in terms of distance from main campus. Project definition.

Total cost by building characteristics

Total cost of building(s) utilized for vocational education by characteristics such as square footage, number of rooms, date of construction, present value, location on site, location in terms of distance from main campus, etc. Project definition.

31 Curriculum Advisory Committee

Total membership

Refers to the numbers of individuals that may be appointed or elected to serve on a vocational education advisory committee for a specific vocational curriculum. Project definition.

Membership by agency, institutional, or organizational representation

Refers to the business industry, educational or governmental representation by which members of a vocational curriculum advisory committee are categorized. Project definition.

Frequency of committee meetings

The number of times per school year that the curriculum advisory committee meets officially for the business purposes and deliberations of the committee. Project definition.

Method(s) used in selection of committee membership

The procedures used within a vocational education enterprise to select curriculum advisory committee members. May include selection by the instructors within a curriculum, appointment by a school director/president, or some other procedure involving election. Project definition.

Function(s) of committee

Includes all of the responsibilities of a curriculum advisory committee; including such tasks as curriculum review, curriculum modernization, suggestions or new modules of instruction, suggestions of equipment to be acquired or to be retired from active instructional use, placement of early leavers and graduates, etc. Project definition.

File 2: WHAT ARE THE VOCATIONAL CURRICULUM EXPENDITURES BY ACTIVITIES

01 Identification

Curriculum title

The name by which the curriculum is commonly known. Project definition.

OE instructional code

The coding system used by the U. S. Office of Education which provides a distinct identity for each subject matter area and for each of the classified items of information within its. VI, p. 106. (adapted)

Program level

The identification of the instructional level of vocational curricula offered at institutions such as Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

Program area

The classification of occupational subject-matter which includes the seven major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Office Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

Type of student work program

The classification of student work which includes cooperative programs, work-study programs, work experience programs and work exploration programs. Project definition.

School code

The number or code used within the local school or school system. . . . Any appropriate standard number or code for statewide or other use. VI, p. 59. (adapted)

LEA code

The number or code used within the local school or school system. . . . VI, p. 59. (adapted)

Academic year

The school year is defined as the 12-month period of time denoting the beginning and ending dates for school accounting purposes, usually from July 1 to June 30; a school term is defined as a prescribed span of time when school is open and the students are under the direction and guidance of teachers. The school year may include one or more school terms, the most common of these terms being the regular and summer school terms. These terms sometimes are further subdivided into shorter terms such as semesters and quarters. VI, p. 66. (adapted)

02 Instruction

Regular secondary curricula activities

The amounts of money expended by the Local Education Agency for the purposes of instruction at the secondary level. The expenditures are incurred in the implementation of the vocational curricula through direct instruction. Project definition.

Regular adult curricula activities

The amount expended for direct instructional activities in the conduct of the adult vocational education curricula. The curricula supported in the adult program include those for apprentices, supplementary training for employed workers, preparatory training and retraining for unemployed adults, and short-term training activities for special segments of the adult population. Project definition.

Regular postsecondary curricula activities

The amount expended for direct instructional vocational education activities at the postsecondary level. Instruction may take place in a locally operated technical institute, community college, area vocational-technical school, service center, et al. Vocational curriculums offered generally are associated with the level of instruction usually found in collegiate level institutions but is not restricted to that level only. Project definition.

Disadvantaged secondary curricula activities

Expenditures for conducting instruction of vocational education nature for youth in the secondary schools, who are those identified as disadvantaged socially, economically or educationally. Project definition.

Disadvantaged adult curricula activities

Expenditures for the instruction offered for the adults who have been identified as disadvantaged by virtue of educational, social or economic measures. Curriculums for adults may be conducted in institutions or facilities normally associated with secondary, postsecondary, special or adult school education. Project definition.

Disadvantaged postsecondary curricula activities

Expenditures for those disadvantaged youth and adults enrolled in postsecondary institutions for the purpose of preparing for an occupation. The disadvantaged persons may take their instruction in almost any institution, but will generally be accommodated in post-high school type facilities and enrolled in curriculums generally associated with the collegiate learning level of activities. Project definition.

Handicapped secondary curricula activities

Expenditures made by the LEA for the conduct of the program of vocational education of secondary level students who are physically handicapped. Project definition.

Handicapped adult curricula activities

Expenditures made by the LEA to provide vocational education to handicapped adults. Instruction may be given in almost any type of institution (secondary, postsecondary, adult, special) and curriculums may be preparatory, supplementary, retraining or other. Project definition.

Handicapped postsecondary curricula activities

Expenditures made for the purpose of providing occupational education to handicapped postsecondary youth and adults. Instruction is generally given in technical institutes and community colleges but not restricted to these institutions. Instruction is usually associated with the collegiate learning level of activities, but not restricted to that level. Project definition.

03 Support Services - Student

Counseling/guidance activities

Expenditures made for the purpose of providing counseling for students and parents, providing consultation with other staff members on learning problems, assisting students in personal and social development, assessing the abilities of students, assisting students as they make their own educational and career plans and choices, providing referral assistance, and working with other staff members in planning and conducting guidance programs for students. II, p. 39. (adapted)

Student health activities

Expenditures made for the provision of physical and mental health services which are not direct instruction. Included are activities that provide students with appropriate medical, dental, and nursing services. II, p. 40. (adapted)

Psychological activities

Expenditures made for activities concerned with administering psychological tests and interpreting the results, gathering and interpreting information about student behavior, working with other staff members in planning school programs to meet the special needs of students as indicated by psychological tests, behavioral evaluation and planning and managing a program of psychological services, including psychological counseling for students, staff, and parents. II, p. 40.(adapted)

Speech pathology and audiology activities

Expenditures for activities which have as their purpose the identification, assessment, and treatment of students with impairments in speech, hearing, and language. II, p. 41. (adapted)

Student placement activities

Expenditures associated with activities organized (1) to help place students in appropriate educational situations and/or in appropriate part-time employment while they are in school, and in appropriate educational and occupational situations after they level school; and (2) to help students in making the transition from one educational or occupational experience to another. This may include, for example, admissions counseling, referral services, assistance with records, and follow-up communications with employers. II, p. 40.

Attendance Activities

Expenditures associated with activities such as prompt identification of patterns of nonattendance, promotion of positive attitudes toward attendance, analysis of causes of nonattendance, early action on problems of nonattendance, and enforcement of compulsory attendance laws. II, p. 39. (adapted)

Social work activities

Expenditures associated with activities such as investigating and diagnosing student problems arising out of the home, school, or community; casework and group work services for students and parents; interpreting the problems of students for other staff members; and promoting change in the circumstances surrounding the individual student which are related to his problem insofar as effectively as the resources of the family, school, and community can be brought to bear upon the problem. II, p. 39. (adapted)

04 Support Services--Instruction

Instruction and curriculum development activities

Expenditures for activities designed to aid teachers in developing the curriculum, preparing and utilizing special curriculum materials, and understanding and appreciating the various techniques which stimulate and motivate students. II, p. 41. (adapted)

Inservice training and development activities

Expenditures for activities designed to contribute to the professional or occupational growth and competence of members of the instructional staff during the time of their service. Among these activities are such activities as workshops, demonstrations, school visits, courses for college credit, sabbatical leaves, and travel leaves. II, p. 41. (adapted)

Educational media activities

Expenditures for activities concerned with the use of all teaching and learning resources, including hardware, and content materials. Educational media are defined as any device and its associated content material, method, or experience used for teaching and learning purposes. These include printed and nonprinted sensory materials. II, p. 41.(adapted)

05 Support Services--Administration

LEA Executive administration activities

Expenditures for activities associated with the overall general administrative supervisory or executive responsibility for the entire LEA. II, p. 43.(adapted)

School general administration activities

Expenditures for activities concerned with overall administrative or supervisory responsibility for a single school or a group of schools. II, p. 43. (adapted)

Program supervision and coordination activities

The expenditures made by a local administrative unit to provide supervision of the vocational curricula. Includes expenditures for personnel, contractual services, travel, supplies and materials and other related items, as well as the expenditures for salaries of supervisors, deans, coordinators, department heads, directors and division heads for that portion specifically associated with curricular administration. Project definition.

Staff personnel administration activities

The expenditures made for the activities associated with staff administration functions such as staff recruiting, training, wage and salary administration, separations and other activities related to the personnel function. Project definition.

Fiscal management and accounting activities

The expenditures for the activities concerned with the fiscal operations of the LEA. This program area includes budgeting, purchasing, receiving and disbursing, financial accounting, payroll, inventory control, and internal auditing. II, p. 43.(adapted)

Facilities acquisition and construction activities

The expenditures for activities concerned with the acquisition of land and buildings; the remodeling and construction of buildings and additions to buildings; initial installation or extension of service systems and other built-in equipment; and improvements to sites. II, p. 44.(adapted)

Operation and maintenance activities

Expenditures for the activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in an effective working condition and state of repair. Activities which maintain safety in buildings, on the grounds and in the vicinity of schools are included. II, p. 45. (adapted)

Transportation service activities

Expenditures for the activities concerned with the conveyance of vocational students to and from school, as provided by State law. Included are trips between home and school and trips to school connected learning activities. (To separate trips for school activities, a cost per mile could be charged in memorandum accounting.) II, p. 45. (adapted)

Food service activities

Expenditures for activities concerned with providing food to vocational students and staff in a school or LEA. This Service Area includes the preparation and serving of regular and incidental meals, lunches, or snacks in connection with school activities, and the delivery of food. II, p. 45. (adapted)

Program planning activities

Expenditures for activities concerned with the selection or identification of the overall, long-range goals, priorities, and objectives of an organization or program, and the formulation of various courses of action in terms of identification of needs and relative costs and benefits for the purpose of deciding which courses of action are to be followed in striving to achieve those goals, priorities, and objectives. II, p. 47. (adapted)

Research activities

Expenditures for activities concerned with the systematic study and investigation of the various aspects of vocational education, undertaken to establish facts and principles. II, p. 47. (adapted)

Development activities

Expenditures for activities concerned with the evolving process of utilizing the products of research and considered judgment for the maintenance and further improvement of vocational educational programs. II, p. 46. (adapted)

Dissemination activities

Expenditures for activities concerned with writing, editing, and other preparation necessary to disseminate vocational educational and administrative information to students, staff, managers, or to the general public through direct mailing, the various news media, or personal contact. II, p. 47. (adapted)

Evaluation activities

Expenditures for activities concerned with ascertaining or judging the value of an action or an outcome of an action by careful appraisal of previously specified data in light of the particular situation and the goals and objectives previously established. II, p. 47. (adapted)

Management information services activities

Expenditures for activities concerned with writing, editing, and other preparation necessary to disseminate to management (1) information needed about the operation of the LEA and (2) information about the community, State, and nation, in order to make logical decisions. Includes the collection, aggregation and analysis of data, the deposit of such data in a computer and the withdrawal of the data for decision-making, public information or documentation. II, p. 47. (adapted)

Information and public relations activities

Expenditures for activities concerned with writing, editing, and other preparation necessary to disseminate vocational education and administrative information to the public through various news media or personal contact. II, p. 47 (adapted)

Statistical services activities

Expenditures for activities concerned with manipulating, relating, and describing statistical information. II, p. 47.

Advisory activities

Expenditures incurred in the conduct of the school advisory committee (responsible to the chief administrator). Includes the expenditures for clerical and secretarial services, printing, travel, function meetings and other associated activities. Project definition.

Data processing activities

Expenditures for activities concerned with preparing data for storage, storing data, and retrieving them for reproduction as information for management and reporting. Project definition.

06 Support Services - Other

Support services activities not elsewhere classified

Expenditures for activities that support the program of vocational education that may be made occasionally or intermittently. May include such items as a school "Open House" activity, or a "Business-Management-Education-Labor Day," or a special publication, etc. Project definition.

07 Community Services

Services to civic groups

Expenditures for activities concerned with providing services to civic agencies or organizations. Includes services to parent-teacher association meetings, public forums, lectures, and civil defense planning. II, p. 48.

Community recreation

Expenditures for activities concerned with providing recreation for the community as a whole, or for some segment of the community. Included are such staff activities as organizing and supervising playgrounds, swimming pools, and other recreation programs for the community. II, p. 48. (adapted)

Other

Expenditures for services provided the community which cannot be classified under the preceding Areas of Responsibility. II, p. 49. (adapted)

08 Nonprogrammed Charges

Conduit-type (outgoing transfers) payments to other LEAs or administrative units in the State or in another state, and transfers from one fund to another fund in the LEA. II, p. 49.

Payment to other educational agencies

Conduit-type payments to LEAs, generally for tuition and transportation . . . for services rendered to vocational students residing in the paying LEA. Where a governmental unit collects money from a nonoperating LEA for the education of students from the nonoperating LEA and pays it to an operating LEA, the nonoperating LEA records such payments here. II, p. 49. (adapted)

Student stipends

The actual sums in dollars paid to vocational education students for subsistence as provided for with the VEA of 1968 and included in the work-study provisions of the Act. Project definition.

Employer reimbursement

The actual sums in dollars paid to employers of vocational education students at times when the students are enrolled in bona fide vocational education curriculums. Reimbursement funds paid directly to the employer by the educational agency, under provisions detailed in the VEA of 1968, cover expenses incurred by the employer in providing instruction to students, and include expenses relating to personnel, travel, supervision, consumable supplies and contractual services. Project definition.

Transfer of funds

Transactions which withdraw money from one fund and place it in another without recourse. Unless state law prohibits, revenues should be allocated between funds when received and recorded in the funds to which they belong, rather than placing them in the General Fund and later transferring them. (These are not counted in local LEA totals of expenditures.) II, p. 49. (adapted)

09 Debt Services

Expenditures for the retirement of debt and expenditures for interest on debt, except principal and interest of current loans. II, p. 124.

Redemption of principal

Expenditures from current funds used to retire serial bonds, long-term loans of more than five years, and short-term loans of less than five years. II, p. 34.

Interest

Expenditures from current funds for interest on serial bonds, lease with option to buy, long-term loans of more than five years, and short-term loans of less than five years. II, p. 34.

File 3: WHAT ARE THE VOCATIONAL CURRICULUM EXPENDITURES BY LOCAL ASSIGNMENTS?

01 Identification

Title

The name by which the curriculum is commonly known. Project definition.

OE Curriculum and instructional code

A coding system used by the U. S. Office of Education which provides a distinct identity for each subject matter area and for each of the classified items of information within it. VI, p. 106.(adapted)

Program level

The identification of the instructional level of vocational institutions such as Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

Program area

The classification of occupational subject-matter which includes the seven major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Office Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

Type of student work program

The types of student work programs which include cooperative, work study, work experience and work exploration. Project definition.

School code

The number or code used within the local school or school system . . . . Any appropriate standard number or code for statewide or other use. VI, p. 59.(adapted)

LEA code

The number or code used within the local school or school system . . . . VI, p. 59.(adapted)

Academic year

The school year is defined as the 12-month period of time denoting the beginning and ending dates for school accounting purposes, usually from July 1 to June 30; a school term is defined as a prescribed span of time when school is open and the students are under the direction and guidance of teachers. The school year may include one or more school terms, the most common of these terms being the regular and summer school terms. These terms sometimes are further subdivided into shorter terms such as semesters and quarters. VI, p. 66.(adapted)

02 Instructional Expenditures

Teaching assignment

Expenditures for staff members to instruct students. II, p. 54. (adapted)

Teaching assistant assignment

Expenditures for assignments to perform the day-to-day activities of teaching students under the supervision of a teacher. The teaching assistant assignment does not include any diagnostic or long-range evaluative decisions regarding students taught. Staff members having this assignment may or may not be certificated but have completed at least 2 years of formal education preparatory for teaching or the equivalent in experience or training. II, p. 56. (adapted)

Teaching aide assignment

Expenditures for assignments to assist a teacher with routine activities associated with teaching, those activities requiring minor decisions regarding students, such as monitoring, conducting rote exercises, operating equipment, and clerking. II, p. 57. (adapted)

Student-teaching assignment

Expenditures for assignments to instruct students under the supervision of a certificated teacher as part of a formalized higher education program of teacher preparation. II, p. 56. (adapted)

Teaching intern assignment

Expenditures for assignments to instruct students as part of on-the-job preparation for full certification as a teacher. A teaching intern usually has all the professional education necessary for certification except for skills in the fields of education or educational psychology. II, p. 56. (adapted)

03 Instructional Support Expenditures

Curriculum specialist assignment

Expenditures for assignments to staff members who have expertise in a specialized field to provide information and guidance to other staff members to improve the curriculum of an LEA. This assignment would include the curriculum consultant and curriculum supervisor. II, p. 53. (adapted)

Librarian/media assignment

Expenditures for assignments to develop plans for and the use of teaching and learning resources, including equipment, content material, and services. II, p. 54. (adapted)

Library/audio-visual assignment

Expenditures for assignments of responsibilities to the individual(s) charged with the tasks of assembling, cataloging, distributing and accounting for instructional resources which include such materials as reference books, occupational journals, audio materials and equipment and video materials and equipment. Project definition.

Counseling/guidance assignment

Expenditures for an assignment to perform the activities of assisting students, assisting parents and teachers to assist students and in making personal plans and decisions in relation to education, career, or personal development. II, pp. 53-54. (adapted)

Psychologist assignment

Expenditures for an assignment(s) to staff member(s) who is licensed as a psychologist to evaluate and analyze students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal disabilities. II, p. 55. (adapted)

Registered nurse assignment

Expenditures for an assignment(s) to a staff member(s) who is licensed as a registered nurse to perform activities requiring substantial specialized judgment and skill in observation, care, and counsel of ill and injured persons and in illness prevention. II, p. 55. (adapted)

Nurse aide assignment

Expenditures for an assignment to perform auxiliary medical services, such as taking and recording temperature, pulse, and respiration rates and giving medication under the supervision of a physician or a registered nurse. II, p. 56. (adapted)

Psychometrist assignment

Expenditures for an assignment to perform activities concerned with measuring the intellectual, social, and emotional development of students through the administration and interpretation of psychological tests. These activities are usually carried out under the direction or supervision of a psychologist or related professional. II, p. 56. (adapted)

Guidance aide assignment

Expenditure for an assignment, under the supervision or direction of a counselor, to perform the activities of assisting students, as well as parents and teachers or other staff who advise students, to help them in making plans and decisions in relation to education, career, or personal development. IV, p. 56. (adapted)

05 Administrative Support Expenditures

Superintendent assignment

Expenditures for an assignment to a staff member (e.g., chief executive of schools or chancellor) to perform the highest level systemwide executive management functions of the LEA. II, p. 53. (adapted)

Assistant/Deputy/Associate Superintendent assignment

Expenditures for an assignment to a staff member (e.g., an assistant, deputy, or associate superintendent or his assistant) to perform high level, systemwide executive management functions in a local education agency. II, p. 53. (adapted)

Principal assignment

Expenditures for an assignment to a staff member to perform highest level executive management functions in an individual school, group of schools, or unit(s) of the LEA. II, p. 53. (adapted)

President/Director assignment

Expenditures for the chief administrator concerned with the operation of a program of occupational education. In a comprehensive educational institution, the administrator may be designated as a principal or a "Director," while in a specific purpose type of institution (i.e., Technical Institute) the administrator may be designated as a "President." Project definition.

Assistant Principal assignment

An assignment to a staff member (e.g., an assistant, deputy, or associate principal) to perform high level executive management or supervisory functions in an individual school, group of schools, or unit(s) of the LEA. II, p. 53. (adapted)

Director/Dean assignment

Expenditures for the individuals that do comparable types of work in different kinds of institutions. For example, the director of a secondary level area vocational education school and the dean of an occupational education program of a community college have similar duties. Project definition.

Supervisor/Director/Coordinator assignment

Expenditures for the assignment to direct staff members and manage a function, a program, or a supporting service. As with all activity assignments, the scope of this assignment is broken into subaccounts. Examples of staff members having this assignment include chairmen of academic departments, supervisors of purchasing, directors and managers of psychological services. II, p. 53. (adapted)

Administrative intern assignment

Expenditures for the assignment to perform activities which are a part of an internship plan during which the staff member is supervised periodically and his performance evaluated. II, p. 53. (adapted)

Administrative aide assignment

Expenditures for the assignment to perform activities assisting an executive officer in performing his assigned activities in the local education agency. II, p. 53. (adapted)

Ombudsman assignment

Expenditures for the assignment to receive and investigate complaints made by individuals against alleged abuses or capricious acts of administrative LEA officials. (The ombudsman usually works for the board of education in a quasi-official status.) II, p. 53. (adapted)

Foreman assignment

Expenditures for the assignment considered to be a function of management, to supervise the day-to-day operations of a group of skilled, semiskilled, or unskilled workers (e.g., the warehouse or garage workers). II, p. 53. (adapted)

Accounting assignment

Expenditures for the assignment to design and maintain financial, staff, student program, or property records; to summarize, analyze, or verify such records; or to control and certify expenditures and receipts. II, p. 54. (adapted)

Analyst assignment

Expenditures for the assignment (e.g., a systems analyst, budget analyst, statistical analyst, or psychological analyst) to examine, evaluate, and make recommendations in such areas as cost, systems, curriculum, or other educational sectors. II, p. 54. (adapted)

Auditing assignment

Expenditures for the assignment to perform activities concerned with examining, verifying, and reporting on the accounting records of the LEA. II, p. 54.

Personnel assignment

Expenditures for the assignment to perform activities concerned with staff recruitment, selection, assignment, promotion, and training; maintaining staff records; and working with administrators in developing pension and insurance plans. II, p. 55. (adapted)

Registrar assignment

Expenditures for the assignment to coordinate and direct LEA registration activities, including compilation and analysis of registration data for administrative use. II, p. 55. (adapted)

Statistician assignment

Expenditures for the assignment to plan surveys and collect, summarize, and interpret numerical data, applying statistical theory and methods. II, p. 55. (adapted)

Computer operator assignment

Expenditures for the assignment to operate and control computers and related peripheral equipment. II, p. 56. (adapted)

Machine data processing assignment

Refers to the expenditures for personnel responsible for programming computers, analyzing data, card-punching and verifying tasks, etc., in a vocational enterprise. On occasion, these tasks devolve upon the regular data processing technology instructor(s) or data processing department of a school and provide exercises and applications for the student-matriculants. Project definition.

Secretary/clerk assignment

Refers to the expenditures for the assignment of individuals who are responsible to the administrators and supervisors of the agency for all matters concerning the operations maintenance, clerical recordings and correspondence relating to the occupational education program, conducted by the local administrative agency. Project definition.

Clerical assignment

Expenditures for the assignment to perform activities concerned with preparing, transferring, transcribing, systematizing, or filing written communications and records. This assignment includes the positions of clerk, clerk-typist, stenographer, file clerk, and secretary. II, p. 56. (adapted)

Bookkeeping assignment

Expenditures for the assignment to keep a systematic record of accounts or transactions and to prepare statements. II, p. 56. (adapted)

Attendance officer assignment

Expenditures for the assignment to enforce compulsory attendance laws. II, p. 58. (adapted)

Monitoring assignment

Expenditures for the assignment to perform such activities as helping to keep order on buses and playgrounds and in lunchrooms, and taking attendance. This assignment would include traffic guards for loading buses. II, p. 58. (adapted)

06 Other Support Expenditures

Dietitian/nutritionist assignment

Expenditures for the assignment to plan and direct food services programs, including determining the nutritional value of food for meals. II, p. 54. (adapted)

Evaluation assignment

Expenditures for the assignment to determine the value or effect of plans, programs, and activities by appraisal of data in light of specified goals and objectives. II, p. 54. (adapted)

Planning assignment

Expenditures for the assignment to perform activities concerned with selecting or identifying the goals, priorities, and objectives of the LEA and formulating the courses of action to fulfill these objectives. II, p. 55. (adapted)

Research and development assignment

Expenditures for the assignment to perform activities concerned with systematic studies and investigations in some field of knowledge and with the evolving process of using the products of research and judgment to maintain and further improve educational programs. II, p. 55. (adapted)

Maintenance and operations assignment

Expenditures for the assignment to perform activities concerned with repair and upkeep of buildings, machinery, and electrical and mechanical equipment. II, p. 57. (adapted)

Custodian assignment

Expenditures for the assignment to perform LEA plant housekeeping, servicing, and security services consisting of such activities as cleaning; operating heating, ventilating, and air-conditioning system; guarding and caring for school property; and servicing building equipment. II, p. 58. (adapted)

Food service assignment

Expenditures for the assignment to perform the activities of preparing and serving food. II, p. 58. (adapted)

Guard/watchman assignment

Expenditures for the assignment to perform activities concerned with maintaining the safety and security of LEA property, facilities, and personnel. II, p. 58. (adapted)

Stores handling assignment

Expenditures for the assignment to perform the activities of receiving, storing, and dispensing school supplies, materials, and equipment. II, p. 58. (adapted)

07 Community Support Expenditures

Social work assignment

Expenditures for the assignment to assist in the prevention of, or solution of, those personal, social, and emotional problems of individuals which involve such relationships as those of the family, school, and community. II, p. 55. (adapted)

Public community relations assignment

Expenditures for the assignment to foster good relations between the LEA and the public community as a whole, by planning and conducting programs to disseminate information through such media as newspapers, radio and television, public forums, and civic activities; and reviewing material for and directing preparation of LEA publications. II, p. 55. (adapted)

08 Nonprogrammed Charges

Expenditures for conduit-type (outgoing transfers) payments from SEAs to LEAs to other LEAs or administrative units in the state or in another state, and transfers from one fund to another fund in the LEA. II, p. 49. (adapted)

Payment to other educational agencies (within or outside the State)

Expenditures for conduit-type payments to LEAs, generally for tuition and transportation, for services rendered to students residing in the paying LEA. Where a governmental unit collects money from a nonoperating LEA for the education of pupils from the nonoperating LEA and pays it to an operating LEA, the nonoperating LEA records such payments here. II, p. 49. (adapted)

Student stipends

Expenditures for the actual sums in dollars paid to vocational education students for subsistence as provided for with the VEA of 1968 and included in the work-study provisions of the Act. Project definition.

Employer reimbursement

Expenditures for the actual sums in dollars paid to employers of vocational education students at times when the students are enrolled in bona fide vocational education curriculums. Reimbursement funds, paid directly to the employer by the educational agency, under provisions detailed in the VEA of 1968, cover expenses incurred by the employer in providing instruction to students, and include expenses relating to personnel, travel, supervision, consumable supplies and contractual services. Project definition.

Transfer of funds

Expenditures for transactions which withdraw money from one fund and place it in another without recourse. Unless State law prohibits, revenues should be allocated between funds when received and recorded in the funds to which they belong, rather than placing them in the general fund and later transferring them. (These are not counted in local LEA totals of expenditures.) II, p. 49. (adapted)

09 Debt Services

Redemption of principal

Expenditures which are from current funds to retire serial bonds, long-term loans of more than 5 years, and short-term loans of less than 5 years. II, p. 34.

Interest

Expenditures from current funds for interest on serial bonds, lease with option to buy, long-term loans of more than 5 years, and short-term loans of less than 5 years. II, p. 34.

File 4: WHAT ARE THE VOCATIONAL CURRICULUM EXPENDITURES BY OBJECT?

01 Identification

Title

The name by which the curriculum is commonly known. Project definition.

OE curriculum and instructional code

A coding system used by the U. S. Office of Education which provides a distinct identity for each subject matter area and for each of the classified items of information within it. VI, p. 106. (adapted)

Program level

The identification of the instructional level of vocational education institutions such as, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

Program area

The classification of occupational subject-matter includes seven major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Office Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

Type of student work program

The types of student work programs which include cooperative, work-study, work experience and work exploration. Project definition.

School code

The number or code used within the local school or school system . . . . Any appropriate standard number or code for statewide or other use. VI, p. 59. (adapted)

LEA code

The number or code used within the local school or school system . . . . VI, p. 59. (adapted)

Academic year

The school year is defined as the 12-month period of time denoting the beginning and ending dates for school accounting purposes, usually from July 1 to June 30; a school term is defined as a prescribed span of time when school is open and the students are under the direction and guidance of teachers. The school year may include one or more school terms, the most common of these terms being the regular and summer school terms. These terms sometimes are further subdivided into shorter terms such as semesters and quarters. VI, p. 66. (adapted)

02 Salaries

Expenditures for amounts paid to employees of the LEA who are considered to be in positions of a permanent nature or hired temporarily, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while ON THE PAYROLL of the LEAs. II, p. 30.

Regular salaries

Expenditures for full-time, part-time, and prorated portions of the costs for work performed by employees of the LEA who are considered to be in positions of a permanent nature. II, p. 31.

Temporary salaries

Expenditures for full-time, part-time, and prorated portions of the costs for work performed by employees of the LEA who are hired on a temporary or substitute basis to perform work in positions of either temporary or permanent nature. II, p. 31.

Overtime (extended time) salaries

Expenditures for money paid to employees of the LEA in positions of either a temporary or permanent nature for work performed in addition to the normal work period for which the employee is compensated under Regular Salaries and Temporary Salaries above. The terms of such payment for overtime is a matter of State and local regulation and interpretation. II, p. 31.

03 Employer Benefits

Expenditures for amounts paid by the LEA in behalf of employees; these amounts are not included in the gross salary, but are over and above. Such payments are fringe benefit payments, and, while not paid directly to employees, nevertheless are part of the cost of salaries and benefits. Examples are: (a) Group Health or Life Insurance, (b) Contributions to Employee Retirement, (c) Social Security, (d) Workmen's Compensation, (e) payments made to personnel on sabbatical leave. II, p. 31.

Group health and/or life insurance

Refers to the expenditures for coverage, amount, kind and specifications of health and/or life insurance carried on the employees by the LEA. Project definition.

Contributions to employee retirement

Expenditures for the percentage of annual salary and actual amount in dollars that the LEA (as employer) contributes to the employee retirement fund for each respective employee. Project definition.

Others

Refers to the expenditures for other employee fringe benefits subsidized in whole or in part by the LEA. Includes such items as dental care coverage, hospitalization, salary guarantee insurance, et al. Project definition.

04 Purchased Services

Expenditures for amounts paid for personal services rendered by personnel who are not on the payroll of the LEA, and other services which the LEA may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. II, p. 31.

Nonpayroll instructional services

Expenditures for nonpayroll services performed by qualified persons directly engaged in providing learning experiences for students. Included are the services of teachers, teaching assistants, and teacher aides and performance contract activities. II, p. 31. (adapted)

Nonpayroll administrative support services

Expenditures for services performed by persons qualified to assist teachers and supervisors enhance the quality of the teaching process. This category includes curriculum consultants, inservice training specialists, etc., not on the payroll. II, p. 31. (adapted)

Property services

Expenditures for services purchased to operate, repair, maintain, insure, and rent property owned and/or used by the LEA. These services are performed by persons other than LEA employees. II, p. 32. (adapted)

Transportation services

Expenditures for transporting students to school and official travel of LEA employees. II, p. 32.

Public relations services

Expenditures for services, other than public school and adult education functions, provided by the school or LEA for purposes relating to the community as a whole or some segment of the community. These include such services as community recreation programs, civic activities, public libraries, programs of custody and care of children, community welfare activities, and services for nonpublic school students provided by the public schools on a continuing basis. II, p. 122. (adapted)

Printing and binding

Expenditures for job printing and binding usually according to specifications of the LEA. This includes the design and printing of forms and posters as well as printing and binding of LEA publications. Preprinted standard forms are not charged here, but are recorded under Supplies and Materials. II, p. 33.

Tuition to other educational agencies

Expenditures to reimburse other educational agencies for services rendered to students residing in the legal boundaries described for the paying LEA. II, p. 33.

05 Supplies and Materials

Expenditures for material items of an expendable nature that are consumed, worn out, or deteriorated by use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances. II, p. 33.

Supplies

Expenditures for all supplies for the operation of a LEA, including freight and cartage. Included are coal, wood, and oil used for heating purposes. If such supplies are handled for resale to students, only the net cost of supplies is recorded here. II, p. 33. (adapted)

Curriculum materials

Expenditures for materials such as: textbooks, library books, and periodicals. Project definition.

Expendable tools and shop items

Expenditures for the small tools and consumable supplies normally consumed in the vocational preparation of youth and/or adults. Usually described in terms of dollars that are allocated annually, quarterly, monthly, by terms or semesters. Project definition.

06 Land and Buildings

Land (initial expenditure)

Expenditures for the purchase of land. II, p. 34.

Building acquisition and improvement expenditures

Expenditures for acquiring buildings and additions, either existing or to be constructed. Included are expenditures for installment or lease payments (except interest) which have a terminal date and result in the acquisition of buildings, except payments to public school-housing authorities or similar agencies. Expenditures for major permanent structual alterations and the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems, fire protection systems, and other service systems in existing buildings are included also. II, p. 34.

Site improvement other than buildings

Expenditures for the initial and additional improvement of sites and adjacent ways after acquisition by the LEA consisting of such work as grading, landscaping, seeding, and planting of shrubs and trees; constructing new sidewalks, roadways, retaining walls, sewers and storm drains; installing hydrants; initial surfacing and soil treatment of athletic fields and tennis courts; furnishing and installing for the first time, fixed playground apparatus, flagpoles, gateways, fences, and underground storage tanks which are not parts of building service systems; and demolition work. Special assessments against the LEA for capital improvements such as streets, curbs, and drains are also recorded here. II, p. 34.

07 Equipment

Expenditures for the initial, additional, and replacement items of equipment, such as furniture and machinery. In order to differentiate between initial or additional equipment purchases and replacement equipment purchase, it is recommended that subaccounts be established with those titles. II, p. 34.

Instructional equipment

Expenditures for movable equipment used by students and instructional staff in the instructional program. Some examples of the kinds of instructional equipment are shop machinery, musical instruments, typewriters, business machines, phonographs, motion picture projectors, sewing machines, refrigerators, driver education vehicles, farm trucks and tractors, and motor vehicles for instructional staff. III, p. 79. (adapted)

Instructional support equipment

Expenditures for such mechanical and automotive equipment as trucks, mini-buses, dollies, fork-lifts, skids; also such instructional equipment as slide projectors, audio equipment such as tape recorders, and other such support equipment as mock-ups, models, dioramas, raised maps, that are used in classrooms, laboratories and shops. Project definition.

Administrative equipment

Refers to expenditures for all of the many kinds of equipment required in the administrative suite, for purposes of record keeping, supervision, general communication and administration. Includes filing cabinets, desks, computer, office business equipment, public announcement console, etc. Project definition.

08 Other Expenditures

Expenditures for amounts paid for goods and services not otherwise classified above. This includes expenditures for the retirement of debt, the payment of interest on debt, payments to a housing authority, and the payment of dues and fees. II, p. 34. (adapted)

Redemption of principal

Expenditures which are from current funds to retire serial bonds, long-term loans of more than 5 years, and short-term loans of less than 5 years. II, p. 34.

Interest

Expenditures from current funds for interest on serial bonds, lease with option to buy, long-term loans of more than 5 years, and short-term loans of less than 5 years. II, p. 34.

Dues and fees

Expenditures or assessments for membership in professional or other organizations or associations or payments to a paying agent for services rendered. II, p. 35.

09 Transfers

This object category does not represent a purchase; rather, it is used as an accounting entity to show that funds have been handled without having goods and services rendered in return. Included here are transactions for interchanging money from one fund to the other and for transmitting flow-through funds to the recipient (person or agency). II, p. 35.

Fund modifications

This category represents transactions of conveying money from one fund to another. Generally this takes the form of payments from the general fund to some other and should be so recorded. They are not recorded as expenditures. II, p. 35.

Conveyance of flow-through monies to persons and/or agencies

This category represents transactions which are transit or flow-through means to convey money to the recipient (person or agency). This includes transactions which place grants-in-aid, special grants (stipends), and tuition and transportation for other LEA use, in the hands of the user. II, p. 35. (adapted)

File 5: WHAT ARE THE VOCATIONAL STUDENT CHARACTERISTICS?

01 Identification

Included under this heading are items of information which may be used in identifying an individual student. V, p. 29.

Student's legal name

The full legal name of the student including last name, first name, and middle name, and any appendages such as Jr. and III. V, p. 29. (adapted)

Any other name

Any name, other than the legal name, by which the student is known or may have been known, including the maiden name of a married female, or the traditional tribal or clan name of an American Indian. In Samoa, the Matai name should be recorded here. V, p. 29.

Student's address

The number of the house (or hotel name and room number, or apartment name and apartment number) and the names of the street, subdivision or trailer park, city, and state where the individual resides and the zip code. If the name of the town in which he lives is different from his post office address, this fact should be indicated. V, p. 41.

Social security number

The numer assigned to the student by the Social Security Administration. V, p. 30. (adapted)

Student identification number

A number assigned to the student by the school or school system . . . , e.g., a serial identification number, birth certificate number, or universal birth number. V, p. 30.

Name and address of parent(s)

Full legal name(s) of parents including last names, first name(s) and middle name(s) and their current address (see student's address above). Project definition.

School number/code

Any appropriate standard number or code for statewide or other uses. VI, p. 59. (adapted)

02 Sex

The student's sex: male or female. V, p. 30. (adapted)

Male

A man or boy. V, p. 30.

Female

A woman or girl. V. p. 30.

03 Racial or Ethnic Group

A person's general racial or ethnic heritage. Rev. V, p. 30.

Caucasian

A person having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian subcontinent. Rev. V., p. 31.

Black/Negro

A person having origins in any of the original peoples of sub-Saharan Africa. Rev. V, p. 31.

Hispanic

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Rev. V, p. 31.

Asian (Oriental) or Pacific Islander

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This includes, for example, Burma, China, Mongolia, Japan, Korea, the Phillippine Islands, and Samoa. Rev. V, p. 30.

American Indian or Alaska Native

A person having origins in any of the original peoples of the Western Hemisphere. Rev. V, p. 30.

Other racial or ethnic group (n.e.c.)

04 Age

Data about the age of the student, date of birth, and place of birth. V, p. 31. (adapted)

Date of birth

The month, day, and year of the student's birth. V, p. 31. (adapted)

Age group of student

Age group of the student at the time of registration for adult education, if data on birth date are not obtainable. V, p. 32.

05 Place of Birth

The local governmental unit and State in which the student was born, or the country if not born in the United States . . . . V, p. 32. (adapted)

06 Veteran Benefit Status

The current eligibility or ineligibility of persons who served in the U. S. Armed Forces and of their dependents and/or survivors to receive educational benefits from the Veterans Administration. Rev. V, p. 34. (adapted)

07 Socioeconomic Background

The socioeconomic background of the student, as indicated by factors such as the occupation and education of the parents of the student. VI, p. 81. (adapted)

Educational level of male parent/legal guardian/or responsible adult of domicile

The extent of formal education of a person's male parent, i.e., the highest grade or equivalent of school completed or the highest degree received. Rev. V, p. 35. (adapted)

Educational level of female parent/legal guardian/or responsible adult of domicile

The extent of formal education of a person's female parent. i.e., the highest grade or equivalent of school completed or the highest degree received. Rev. V, p. 35. (adapted)

Occupation of male parent/legal guardian/or responsible adult of domicile

The nature of the principal work actually performed by a person's male parent. Rev. V, p. 35. (adapted)

Occupation of female parent/legal guardian/or responsible adult of domicile

The nature of the principal work actually performed by a person's female parent. Rev. V, p. 35. (adapted)

Employment status of male parent/legal guardian/or responsible adult of domicile

The title of the position or job held, and whether it is full-time or part-time employment. Should indicate whether individual is unemployed. Project definition.

Employment status of female parent/legal guardian/or responsible adult of domicile

Should indicate whether female parent is unemployed, employed on a part-time basis or full-time. The title of the position or job should also be included. Project definition.

Number of weeks unemployed during last five years--male parent/legal guardian/or responsible adult of domicile

Common usage.

Number of weeks unemployed during last five years--female parent/legal guardian/or responsible adult of domicile

Common usage.

Family income

The combined incomes of all members of each family. VIII, p. 181.

08 Cultural Handicap(s)

Deviations or deficiencies in cultural or environmental background that adversely affect school performance or learning. Students having such deviations or deficiencies may be identified with groups such as the culturally disadvantaged, non-English speaking, migrant children, and functionally illiterate. VI, p. 81.

Culturally disadvantaged

Students whose cultural background is so different from that of most students that they have been identified by professionally qualified personnel as needing additional educational opportunities beyond those provided in the usual school program if they are to be educated to the level of their ability. Certain types of programs for culturally disadvantaged students are referred to as "compensatory education programs." VI, p. 81.

Inability to speak language of instruction

Students whose lack of competence in the language of instruction is so great that they are unable to profit from the usual classroom instruction. The primary language spoken by the students, or the language customarily spoken in their residences, should be specified. VI, p. 81.

Migrant children

Children whose parents are migrant workers. For school purposes, the term refers to such children within the age limits for which the local school district provides free public education. VI, p. 81.

Functionally illiterate

Individuals who are unable to read, write, and compute sufficiently well to meet the requirements of adult life. This frequently is considered to include adults who have not gone beyond the eighth grade or who cannot read, write, and compute at or above an eighth grade level of performance. In the United States this term usually is applied also to foreign born adults having limited ability to use the English language. VI, p. 81.

Other cultural handicaps

Students identified by professionally qualified personnel as being culturally handicapped, e.g., culturally different, parentally neglected, and economically disadvantaged. VI, p. 81. (adapted)

09 Physical Handicaps

Students identified by professionally qualified personnel as having one or more physical handicaps, e.g., the blind, the hard of hearing, the speech impaired, and the crippled. VI, p. 82. (adapted)

Blind

Individuals who are sightless or who have such limited vision that they must rely on hearing and touch as their chief means of learning. Rev. V, p. 47.

Partially seeing

Individuals who have severly impaired vision but have sufficient residual vision (with correction) to include the perception of printed materials as a means of learning. Rev. VI, p. 47.

Deaf

Individuals whose hearing is extremely defective so as to be essentially nonfunctional for the ordinary purposes of life. Rev. V, p. 49.

Hard of hearing

Individuals with slightly to markedly defective hearing, as determined by their ability to use residual hearing in daily life, sometimes with the use of a hearing aid. Rev. V, p. 49.

Speech impaired

Individuals having unusual difficulty in oral communication. VI, p. 82.

Crippled

Individuals with a physical impairment of a type which might restrict normal opportunity for education or self-support. This term is generally considered to include individuals having impairments caused by a congenital anomaly (e.g., cleft palate, clubfoot, absence of some member, etc.), impairments caused by disease (e.g., poliomyelitis, bone tuberculosis, encephalitis and other neurological involvements which may result in conditions such as cerebral palsy or epilepsy, etc.), and impairments caused by accident (e.g., fractures or burns which cause contractures, etc.). VI, p. 82.

Special health problems

Students identified by professionally qualified personnel as having--either permanently or periodically--less than the usual amount of strength, energy, and endurance and hence may need appropriate modifications in their educational program. Such a condition might result from chronic illness or environmental causes, e.g., diabetes, epilepsy, cardiac disease, and lead poisoning. VI, p. 82. (adapted)

10 Social and/or Emotional Handicap(s)

Students identified by professionally qualified personnel as having a social and/or emotional handicap, e.g., emotionally disturbed and delinquency prone. VI, p. 82. (adapted)

Emotionally disturbed

Students identified by professionally qualified personnel as having emotional handicaps of such a nature and severity as to require one or more special services, whether or not such services are available. Such services include institutional care, other professional treatment or care, and instruction in special classes for exceptional students on a full-time or part-time basis. VI, p. 82. (adapted)

Delinquency prone

Children and youth who have been identified by professionally qualified personnel as having a strong tendency toward committing acts which are classified as falling within patterns of delinquent behavior. VI, p. 82.

Other

Students identified by professionally qualified personnel as being socially and/or emotionally handicapped, e.g., children addicted to hallucinogens or other deviant drugs. The nature of their handicap should be specified. VI, p. 82. (adapted)

11 Special Characteristics

This category includes the identification of special behavioral and psychological characteristics of the student, as determined by qualified professional personnel . . . . Rev. V, p. 66. (adapted)

Gifted and talented

Persons identified by professionally qualified personnel as being mentally gifted or talented in specific areas such as those listed below. As the term is used in this Lexicon, the "mentally gifted" include individuals whose potential is so high or whose level of mental development is so far advanced that they have been identified by professionally qualified personnel as needing additional educational opportunities beyond what is provided by the usual school program if they are to be educated to the level of their ability.

As the term is used in this Lexicon, the "talented" include individuals identified by professionally qualified personnel as being capable of high performance in one or more areas of special competence. Among these areas of special competence are creativity; leadership ability and social adeptness; and facility in the productive and performing arts. Rev. V, p. 66.

Underachiever

Student who scores consistently and significantly below his expected performance levels on standardized achievement tests, and in such tests of manipulative skills as may have been devised. Expected performance levels are determined by using scores on standardized tests of ability to predict performance on standardized tests of achievement, and by comparisons with recognized levels of skills, speed and accuracy. Rev. V, p. 67. (adapted)

Slow learner

Student who displays evidence of having difficulty in adjusting to the usual curriculum in one or more academic,technical or manipulative skills areas, requiring modification of school offerings within the regular classroom, laboratory or shop in order to attain maximum growth and development. The term should be used in referring to the student's capability in specific study areas rather than to the student's general level of mental ability. Rev. V, p. 67. (adapted)

Mentally retarded

Individuals identified by professionally qualified personnel as being mentally retarded, according to degree of retardation. This includes those individuals whose level of mental development is such that they have been identified as unable, without special help, to profit from the usual school program. Children in this category are classified educationally as educable mentally retarded, trainable mentally retarded, and severly mentally retarded. Rev. V, p. 67.

12 Injuries-training related

A record of injuries sustained by the student as a direct result of vocational training activities which might or does affect his school performance. This record of injuries is not to be confused with the accident report, often maintained for administrative use and not as a part of the student's cumulative record, which usually includes information about all injuries sustained by students while the school has responsibility for these students. Project definition.

Severity

The degree to which the student's condition adversely affects his normal progress in the usual school program, (slight, significant, severe). V. p. 58. (adapted)

Lost time

The length of time the physician or agency recommends the limitation on activity be carried out: month, semester or quarter, current regular school term, indefinite, i.e., until further notice, permanent, other duration or limitation. V, p. 59. (adapted)

Nature

A description of the circumstances or situations in which the student's participation in the school program should be modified or precluded, and of any specific modified activity permitted or prescribed for the student. V, p. 59. (adapted)

Cause

A brief description of the reason for imposing the restriction or limitation on the student's school activities. V, pp. 4-34. (adapted)

13 Tests and Inventories Administered

Type of test

The general classification of the test administered to a person, based upon the use for which the information is derived, i.e., mental ability (intelligence) test, cognitive and perceptual skills test, scholastic aptitude test, achievement test, reading readiness test, diagnostic reading test, basic skills test, test of high school equivalency, admission test, advanced placement test, manual dexterity test, psychomotor test, mechanical aptitude test, musical aptitude test, mathematics aptitude test, scientific aptitude test, stenographic aptitude test, clerical aptitude test, artistic aptitude test, interest inventory, other aptitude test, attitudinal test, criterion reference test, other test. Rev. V, p. 61. (adapted)

Name of test

Name by which a test is commonly known. Project definition.

Form of administration

The general manner in which a test is administered. Rev. V, p. 64. (adapted)

Date administered

The calendar year, month, and day on which the test was administered. Rev. V, p. 64. (adapted)

Place administered

The place where the test was administered; for example, the city, State, or institution. Rev. V, p. 64. (adapted)

14 Scoring Information

Test results

Any meaningful statistical or verbal expression of the raw score(s) of the individual on the test, whether given in comparison to the test score distribution or converted into derived scores utilizing some such unit as age, school grade, deviation from the mean, percentile rank, or other. Rev. V, p. 64.

Norm group

The kind of group for which the scores of the test have been "standardized" for use in interpreting test results, e.g., national, regional, State, or local. If the test is criterion-referenced, this fact should be indicated in place of norm group. Rev. V, p. 65.

Type of score reporting

A type of measure based on a specified sample and used in the interpretation of raw scores. Examples are mean, median, percentile, stanine, grade-equivalent, and standard scores for a specified sample. Rev. V, p. 65.

15 School Entrance Characteristics

Information included under this heading concerns the entrance or re-entrance of the student into a school or other instructional situation. This information classifies the entering student by type of entry (i.e., original entry, re-entry or other entry) and includes a description of the situation in which he is to receive instruction (e.g., the instructional organization entered, grade entered, location of instruction, and type of class entered. V, p. 69.

Date of entry or admission

The complete date (month, day, year) on which the student first is present to receive instruction in a class, school, or school system. V, p. 69. (adapted)

Type of entry

A student entering a school or other instructional situation is referred to as an entry. An original entry is a student who, for the first time, enters a public or nonpublic elementary school in the United States, including any State or outlying area.

A re-entry is a student who previously entered any class in the same elementary or secondary school or in any other school in the United States or its outlying areas. Project definition.

Admission status

The status conferred on the student when he is admitted to the institution, (regular, probationary, guest, high school, part-time, short-term, other). V, p. 72.(adapted)

School or other institution previously attended

Information relating to institutions previously attended by the student . . . . In junior/community colleges this includes any institution from which transfer credit has been accepted. V, p. 73.

Dual enrollment information

Information about any arrangement whereby a student regularly and concurrently attends two schools which share direction and control of his studies. V, p. 74. (adapted)

Education level previously completed (adult education)

An indication of the years of school previously completed by a student who registers for adult/continuing education. V, p. 73.

16 Curriculum Enrollment

Title of curriculum enrolled in

The name by which the curriculum is commonly known. Project definition.

Reason for enrollment

To obtain sufficient training in manipulative skills and technical knowledge to obtain a job; to up-date such skills and theory as may be needed to retain a job; to up-grade one's self in order to qualify for another higher job are examples of reasons for enrollment. Project definition.

Curriculum and instruction code

A coding system . . . which provides a distinct identity for each subject matter area and for each of the classified items of information within it. VI, p. 106.

Program level

Vocational education curricula are offered at the following levels: Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

School entered

Information about any school where the student enrolls for instruction. Information about current school is normally not carried in an individual student's record, but needs to be included when the record is sent elsewhere. V, p. 73.

17 Satisfaction With Present Curriculum

Satisfaction with instruction

The extent to which students feel assured that the level, quality and quantity of instruction prepares them to enter and/or grow in the occupations of their choice. Project definition.

Satisfaction with personnel

The extent to which students who are enrolled in occupational preparatory/supplementary curriculums indicate satisfaction with the occupational qualifications and instructional capabilities of instructors who provide the required instruction in occupational education skills, technical information or theory. Project definition.

Satisfaction with facilities

The extent to which students perceive the shop, laboratories, classrooms and the accompanying instructional equipment and small tools to be adequate and appropriate to the task of augmenting the instruction provided, in order to prepare, up-grade or up-date themselves in their chosen occupations. Project definition.

Satisfaction with guidance/counseling services

The extent to which students enrolled in occupational programs, or the pre-vocational activities perceive that the guidance and personnel department provides them (the students) with appropriate occupational information, opportunities to become aware of occupations, elementary "hands-on" experiences, and opportunities for frequent discussions with knowledgeable people, concerning possible careers. Project definition.

18 Full-Time/Part-Time Status

Full-time student

A student who is carrying a full course load, as determined by the State, local school system, or institution. V, p. 79.

Part-time student

A student who is carrying less than a full course load, as determined by the State, local school system, or institution. V, p. 80.

19 Day/Evening Status

Day

A student who attends the majority of his classes during the daytime hours, as defined by the institution. V, p. 80.

Evening

A student who attends the majority of his classes during the evening hours as defined by the institution. V, p. 80.

20 Membership Characteristics

Information indicating the period of time the student's name is on the current roll of a class or school, regardless of his being present or absent. V, p. 81.

Number of days of membership

The number of days a student is present plus the number of days absent when school is in session during a given reporting period. V, p. 81.

Percentage of time in membership

The number of days in membership divided by the total number of days school was legally in session during a given reporting period, expressed as a percentage. Membership usually is terminated after excessive consecutive days of absence other than for long illness, or upon the completion of school, work, transferring to another school, discontinuance of school, or death. V, pp. 81-82. (adapted)

21 Attendance Characteristics

Information concerning a student's attendance, absence, and tardiness in a class or school. V, p. 82.

Number of days of attendance

The number of days a student is present and under the guidance and direction of one or more teachers while school is in session during a given reporting period. The sum of the days present (actually attended) of all students when school is in session is termed "aggregate days attendance . . . ." V, p. 82. (adapted)

Number of days of absence

The number of days - figured to the nearest half day - a student is not in attendance on days when school is in session during a given reporting period. V, p. 83. (adapted)

Percentage of time in attendance

The number of days of attendance divided by the number of days of membership, expressed as a percentage. V, p. 84.

22 Completers/Early Leavers Characteristics

Date of completion/early leave

The date on which the student either completed a module of a full curriculum, and left to enter employment, or the date when the student completed curriculum requirements. Project definition.

Completed curriculum requirements

The student completed school in an approved manner other than receiving formal recognition (diploma) and receives a certificate of attendance or a certificate of completion, gained recognition for work as a high school postgraduate, was accepted for early admission to a college or university, or received other recognition . . . . V, pp. 85-86. (adapted)

Vocational education early leaver

A student who has terminated his training in a program prior to normal completion time but who has gained marketable skills and has been employed in the field for which he has been trained. U. S. Office of Education Form 346-3. Also applies to students who withdraw from the curriculum and remain in school or withdraw from the curriculum and leave school without marketable skills, or students who withdraw from junior colleges, adult education programs, or other instructional programs prior to completion. Project definition.

Reason for early leave

Examples of reasons for early leave:

Physical illness
Physical or sensory disability
Emotional disturbance
Mental retardation
Behavioral difficulty
Academic difficulty
Lack of appropriate curriculum
Poor student-staff relationships
Poor relationships with fellow students
Dislike of school experience
Parental influence
Need at home
Economic reasons
Employment
Marriage
Pregnancy
Religion
Other known reason
Reason unknown
New residence, school status unknown
Transfer
Death
V, pp. 87-88 (adapted)

23 Employment Information During School Membership

Information about work for pay done by the student while in membership during the regular school term or during vacation. V, p. 98.

Hours worked per week

The number of hours per week worked by the student, V, p. 99. (adapted)

Curriculum related work

The work assigned to a vocational education student which augments his regular classroom, laboratory and shop instruction. Usually, the work is that which is done for a cooperating employer. The work is always part of an organized curriculum, and is supervised by the school representative and the employer. Project definition.

Subsistence related work

This is work generally located in the area served by the school, or by the guidance office, which provides students opportunities for part-time to full-time employment and an income sufficient to allow them to continue as students in the school which is providing the occupational instruction. The subsistence related work is not necessarily any part of the organized curriculum experiences offered by the school, and is most often work done by students in public facilities (town, county, city, state and federal). Project definition.

Wages/salary

The amounts of money earned by students, either by hour, day, week or month, in curriculum related work activities or in subsistence related work. Project definition.

Previous employment experience

The occupations and the length of time in which enrolled students were work engaged, prior to entering the school. The previous employment experience includes tasks performed for wages or salary, whether or not the tasks were related to the occupation for which instruction was being provided. Project definition.

Perception of relevancy of work to curriculum

The extent to which an enrolled student perceives the work he is doing has beneficial relationships to the curriculum in which he is enrolled. The benefical elements can be in the areas of manipulative skills, theory, technical knowledge, auxiliary information or general education. Project definition.

24 Educational and Career Intentions

Current plans and interests as stated by the student for postschool vocational, training, and education. V, p. 99. (adapted)

Plans for continuing education

The nature of the training or education which the student is planning or in which interested for participation after leaving his current school. Project definition.

Plans for employment

The extent to which students have made plans to enter employment at the completion of a module, several modules, or the entire curriculum in which they are enrolled. Plans for employment can also refer to the entrance of employed students to new, emerging, up-dated or up-graded jobs for which supplementary instruction is being provided. Project definition.

Career objectives

The goals of the student in terms of the type of occupation. V, p. 101.

25 Vocational Education Related Club Membership (for each club)

Identification of club

Membership in club such as:
Career Exploration Clubs of America
Future Business Leaders of America
Future Farmers of America
Vocational Industrial Clubs of America
Future Homemakers of America
Distributive Education Clubs of America, and
Health Careers Clubs
Others (n.e.c.)

Project definition.

Office held

Refers to the elected or appointive offices and assignments discharged by the individual as a member of a vocational education related club. Includes program chairman, president, chairman of the club; subcommittee assignments for membership, ways and means, etc. Project definition.

Dates that offices were held

Requires the month and year when the individual started on his elected or appointive task, and the month and year when it was terminated. Should include such information for all offices that were held. Project definition.

File 6: WHAT ARE THE CHARACTERISTICS OF THE VOCATIONAL COMPLETER/EARLY LEAVER?

01 Completer/Early Leaver Identification

Current legal name

The legal name by which the student is known. V, p. 29. (adapted)

Legal name when in school

Any name, other than the legal name, by which the student is known or may have been known, including the maiden name of a married female or the traditional tribal or clan name of an American Indian. In Samoa, the Matai name should be recorded here. V, p. 29. (adapted)

Current address

The number of the house (or hotel name and room number, or apartment name and apartment number) and the names of the street, subdivision or trailer park, city, and state where the individual resides and the zip code. The post office box number or rural and route number should be shown where used for mail delivery. If the name of the town where a person resides is different from his post office address, this fact should be indicated. V, p. 41. (adapted)

Social security number

The number assigned to the student by the Social Security Administration. V, p. 30. (adapted)

Student identification number

A number assigned to the student for identification and record-keeping purposes. Normally only one number need be used for identification. V, p. 30. (adapted)

School number/code

The number or code used within the local school or school system . . . . VI, p. 59.

02 Curriculum Identification

Title and code of curriculum completed

The title of the curriculum that was completed under the supervision of the school, and the O.E. code assigned to it. Completers of modules of instruction, or series of modules, would not necessarily show as "Curriculum" completers. Project definition.

Date of curriculum completion

The date on which the student fulfills the requirements for a prescribed program of studies. Project definition.

Title(s) and Code(s) of curriculum terminated prior to completion

Refers to the name and O.E. code identification of the vocational curriculum terminated prior to completion. Project definition.

Date of termination prior to completion

The month, day and year on which the early leaver terminated instruction at the vocational education institution. Project definition.

03 Current Employment Status

Employed full-time (30 hours or more per week)

The degree of participation in the work force, ranging from full-time employment to unemployment. (NOTE: This category does not apply to homemakers in their own households.) V, p. 37. (adapted)

Employed part-time

Employed on a basis that is less than full-time. V, p. 37. (adapted)

Unemployed and available for work

Not engaged in a gainful occupation, but not disabled or retired. Refers to the active payment for services delivered. V, p. 38. (adapted)

Not available for employment - military

Unavailable for civilian employment due to having been drafted or having enlisted in the military. Project definition.

Not available for employment - further education training

Completers/graduates of vocational curriculums who matriculate in such higher education curriculums as are generally related to the earlier instruction and curriculums, i.e., the graduate of an area vocational school curriculum in mechanical drafting who enrolls in a community college curriculum of mechanical technology. Project definition.

Not available for employment - illness

Unable to pursue an occupation because of a physical, mental, or emotional impairment. V, p. 38. (adapted)

Not available for employment - household responsibilities

Generally refers to individuals who upon completion of a vocational curriculum return to the home to provide homemaker duties, who are married shortly after completion of the vocational curriculum, or other, and who are not available for the labor market. Project definition.

Not available for employment - pregnancy

Those married women who complete vocational preparation and have children, or those females who graduate or marry prior to graduation and become pregnant; also unwed mothers-to-be. Project definition.

04 Current Educational Status

Enrolled full-time

A student who is carrying a full course load, as determined by the state, local school system, or institution. V, p. 79. (adapted)

Enrolled part-time

A student who is carrying less than a full course load, as determined by the state, local school sytem, or institution. V, p. 80. (adapted)

Not enrolled

All who completed a part or all of a vocational curriculum, were available for work, but who have not continued either in part-time or full-time education. Project definition.

05 Employment in Related Areas

Employed in occupation trained for

Refers to completers and early leaver of a curriculum in a vocational school who are employed in occupations for which training was provided. Project definition.

Employed in related occupation

Refers to completers/early leavers of vocational curriculum who are employed in occupations that are related to, or allied to, the occupation for which training was provided, i.e., the individual who was trained as an automobile mechanic and enters employment as a salesman of automobile parts. Project definition.

Employed in unrelated occupation

Those completers/early leavers of a vocational curriculum who are employed in an occupation not in any way related to the occupation for which training was supplied in the vocational curriculum. Project definition.

06 Information on First Job After Leaving School

Gross weekly earnings

The gross earnings of the employee, before taxes, fringe benefits, and/or dues have been deducted. Project definition.

Hours worked per week

The actual number of hours per week that the completer/early leavers worked. V, pp. 4-79. (adapted)

Methods used in finding job

The procedures used by the completer/early leaver of a vocational education curriculum to locate appropriate employment. Includes help received from the counselor at the vocational school, placement assistance received from the major instructor of the occupation at the school, applications placed with companies independently, placement provided by the Employment Security Agency, et al. Project definition.

Length of time required to find employment

Number of days between the completion leave of the specialized vocational preparation and the actual beginning of employment. Project definition.

07 Current Salary or Wage

Gross weekly earnings

The gross current earnings of the completer/early leaver, calculated on a weekly basis, prior to deductions such as taxes, fringe benefits, and/or dues. Project definition.

Hours worked per week

The actual number of hours currently worked per week by the completer/early leaver. Project definition.

Hourly wage/weekly wage/annual salary

The amount of money currently being paid to the vocational school completer/early leaver, classified on an hourly rate basis, a weekly basis or an annual basis. Project definition.

08 Job Satisfaction (Current Job)

Satisfaction with wages

Description of the level of satisfaction concerning wages experienced by the completion/early leavers in terms of very satisfactory, satisfactory, moderately satisfactory and unsatisfactory. Project definition.

Satisfaction with working conditions

The level of satisfaction experienced by the completer/early leaver in connection with working conditions such as hours, schedule of work, lighting, heating, and transportation. Project definition.

Satisfaction with type of work

The level of satisfaction experienced by the completer/early leaver in connection with the type of work such as heavy, clerical, traveling, laborious, or monotonous. Project definition.

Satisfaction with potential for advancement

The level of satisfaction as viewed by the completer/early leaver concerning the opportunities afforded him to grow, mature, obtain experience and advance in the occupation. Project definition.

09 School Satisfaction

Satisfaction with vocational instruction

The reaction of the completer/early leaver to the quantity and quality of the instruction received in the vocational curriculum, as expressed by adequate, more than adequate, or insufficient. Project definition.

Satisfaction with student personnel services

The satisfaction level experienced by the completer/early leaver in connection with the personnel services of the school. Includes matriculation, guidance, testing, counseling, placement, follow-up. Project definition.

Satisfaction with vocational facilities

Refers to the level of satisfaction experienced by the completer/early leaver with reference to the adequacy of the training facilities utilized by the school, as compared with the needs of the employee on the job for knowledge and skills. Project definition.

Satisfaction with placement services

The level of satisfaction experienced by the completer/early leaver as the result of services provided him by the school in obtaining employment and placing him satisfactorily on a job, and possibly the service rendered in helping him to secure other jobs following the initial employment situation. Project definition.

10 Perception of Relevancy of Curriculum for Current Job

Skills required on the job

The extent to which a completer/early leaver sees the practical use of skills learned in the school compared to the need of skills demanded by the employer. Project definition.

Equipment used on the job

The extent to which the completer/early leaver sees how adequately the equipment provided for his use in the school trained him for the equipment he is using in actual employment. Project definition.

11 Employment History

Initial occupation

The type, code number (if possible) and name of the initial job taken by the completer/early leaver. Project definition.

Date of initial employment

The month, day, and year when the completer/early leaver first entered into employment. Project definition.

Present occupation

The current job held by the completer/early leaver in terms of the title, OE code number and type. Project definition.

Date of entry

The month, day and year of employment entry. Project definition.

12 Present Employment

Name and address of employer

The name of the individual, firm, or corporation employing the completer/early leaver after he leaves school, and the address where he works. If the former student is not enrolled in school and is not employed, this fact may be indicated here. V, p. 102. (adapted)

Total employment of firm

The number of individuals employed by the company, business or firm that employs the vocational education completer of a part or whole curriculum. Includes such individuals as engineers, managers, clerks, skilled workers, unskilled workers, and custodian. Project definition.

Standard industrial classification

Formal system in official use in the United States for classifying all economic activities. Provides consistency and scale, through a series of progressively more detailed levels (one, two, three, and four digits). VIII, p. 186.

Number of employees in same or similar job

The actual number of employees in the same plant, industry, or business that are classified by title of job, code number (OE) and type, similar to the vocational education completer now employed by the same company. Project definition.

Transfer or promotion position

The title, code number (OE) and type of occupation into which the completer of a vocational curriculum who was employed by the firm was promoted to, transferred to, down-graded to. Project definition.

Additional on-the-job training received

Refers to the kind of additional on-the-job instruction received by the completer/early leaver in his present job. The on-the-job skills provided are generally through the facilities of employers. Project definition.

13 Employer Evaluation of Job Performance

Quality of work

Employer judgment relative to the speed, accuracy and overall quality of product and process that the completer/early leaver demonstrates, compared with a fully skilled worker. Project definition.

Quantity of work

Employer judgment concerning the amount of work, the production of items, or the preparation of associated plans turned out by the completer/early leaver compared with a fully skilled worker. Project definition.

Need for on-the-job training

Employers' evaluation of the skills and technical knowledge needed by the completer/early leaver to augment those skills and technical knowledge currently held, in order to produce a fully skilled worker. Project definition.

Overall job performance

The overall rating that an employer assigns to a completer/early leaver based upon such factors as quality of work done, quantity of work done, technical knowledge, communication skills, general adaptability to the particular kind of employment, _et al._, (ratings usually are given in terms of excellent, above average, needs help, etc.). Project definition.

Potential for advancement

The judgment of the employer relative to the possibilities inherent in the completer/early leaver for updating and upgrading him to more advanced and higher paying jobs. Reflects the employer concern for quantity and quality of work, possibilities for lead persons or supervisory activities, _et al_. Project definition.

File 7: WHAT ARE THE LOCAL EDUCATION AGENCY VOCATIONAL STAFF MEMBER CHARACTERISTICS?

31 Personal Identification and Health Information

Legal name

The full name of the staff member authorized by law. IV, p. 43.

Social security number or other identification number

The number assigned to the staff member by the Social Security Administration, the LEA or state agency for identification and record-keeping purposes. IV, p. 43.

Sex

Designation as to whether the staff member is male or female. IV, p. 43.

Racial/ethnic background

The racial/ethnic origin of the staff member according to the following five classifications used by the Office for Civil Rights of the U. S. Department of Health, Education, and Welfare: Black/Negro, American Indian or Alaska native, Asian (Oriental) or Pacific Islander, Caucasian, and Hispanic. Project definition.

Date of birth

The month, day, and year of the staff member's birth. IV, p. 43.

Place of birth

The local government unit (e.g., city, county, township) and State, U. S. possession, or foreign country in which the staff member was born. IV, p. 43.

Military service status

The nature of previous and current service of the staff member in the Armed Forces, including type of discharge or separation, date of active service, veteran's privileges, and current military status, if any. IV, p. 43.

Citizenship status

The nature of the staff member's citizenship status within the United States. IV, p. 44.

Marital status

Entry indicating whether the staff member is currently single or married, based on Internal Revenue Service definitions. IV, p. 44.

Tax information

Data necessary to comply with applicable Federal, State, and local income and wage tax withholding regulations. IV, p. 44.

Permanent home address

The house number, hotel name and room number, or apartment house name and apartment number; name of the street, subdivision, or RFD number; city; state; and zip code where the staff member currently lives. IV, p. 45. (adapted)

Other address

The address of any other place where the staff member is employed (if he is willing to release the information). IV, p. 45. (adapted)

Telephone numbers (home/other)

Each telephone number, including area code and extension (if applicable), at which the staff member may be reached. IV, p. 45. (adapted)

Emergency information

The name, address, and telephone number of the person or persons to be notified in case of an emergency involving the staff member. Data concerning a member of the staff member's immediate family (e.g., minister, physician) may be recorded here. IV, p. 45. (adapted)

Date of last health examination

The month, day, and year (as indicated by a physician) when the most recent health examination or health test was completed for the staff member for employment purposes. IV, p. 45.

Results of last health examination

Results of the staff member's last health examination or health test as disclosed by a physician and required and permitted by law or regulation for employment purposes. IV, pp. 45 & 46.

Physical disabilities or limitations

Data indicating verified physical disabilities or limitations of the staff member which need to be recognized in making activity assignments. IV, p. 46.

Immunization record

Data provided by a qualified person describing those immunizations received by the staff member which are required by law or regulation for employment purposes. IV, p. 46. (adapted)

Personal injuries

A description of each injury to the staff member during the official performance of duties; the date, time, and location of each accident; names of any witnesses; the date of filing claims under insurance plans; and any other information as required by local and State regulations. IV, p. 46.

Other health data

Any data concerning the staff member's health which are not provided in the above data elements and which are required by law or regulation for employment purposes. IV, p. 46.

02 Education

Highest year of education completed

The number or descriptive term indicating the highest year of formal education completed by the staff member. IV, p. 46.

Type and name of certificate(s), diploma(s) and/or degree earned

The type and specific name of each degree or certificate earned by the staff member. IV, p. 47. (adapted)

Institution at which each certificate(s), diploma(s), and/or degree was earned

The name of the school, technical institute, college, university, industrial plant, hospital or other educational institution at which the staff member received his/her education. IV, p. 47. (adapted)

Date each certificate, diploma, or degree earned

The month and year in which the staff member earned each degree, diploma or certificate. IV, p. 47. (adapted)

Additional credits earned beyond last degree

Any additional credit, in semester hours or quarter hours converted, earned by the staff member beyond his last degree. The subject matter of the course(s) and the year in which the credit was earned should be specified. IV, p. 47. (adapted)

Academic awards and honorary degrees

The name of any academic awards or honors (e.g., membership in Phi Beta Kappa, graduation and cum laude) or honorary degrees which the staff member has received. The name of each award and honorary degree and the institution granting each degree should be specified. IV, p. 47.

Major field of undergraduate study

The descriptive name of each major area of specialization completed by the staff member in undergraduate and graduate study. In the case of professional or administrative certification, each of these areas should be recognized as a "major" by each State in terms of the applicable State laws and regulations governing certification. IV, p. 48. (adapted)

Number of credit hours in major field

The number of semester hours of credit earned by the staff member in each recognized major. Quarter hours are converted to semester hours on the basis that three quarter hours are equal to two semester hours. IV, p. 48. (adapted)

Minor field of graduate study

The descriptive name of each minor area of specialization completed by the staff member in undergraduate and graduate study. In the case of professional or administrative certification, each of these areas of specialization should be recognized as a "minor" by each State in terms of the applicable State laws and regulations governing certification. IV, p. 48. (adapted)

Number of credit hours in minor field

The number of semester hours (or quarter hours converted) of credit earned by the staff member in each minor. IV, p. 48. (adapted)

Number of credit hours in professional education

The number (if any) of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate professional education courses. IV, p. 48. (adapted)

Number of credit hours in administration

The number of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate administration courses. IV, p. 48. (adapted)

Number of credit hours in supervision

The number of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate supervision courses. IV, p. 48.

Number of credit hours in history and philosophy of vocational education

The number (if any) of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate hours of History and Philosophy of Vocational Education courses. IV, p. 48. (adapted)

Number of credit hours in occupational analysis and curriculum construction

The number (if any) of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate hours of Occupational Analysis and Curriculum Construction courses. IV, p. 48. (adapted)

Number of credit hours in planning and organizing of vocational education

The number (if any) of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate hours of Planning and Organizing of Vocational Education courses. IV, p. 48. (adapted)

Number of credit hours in internship in teaching, supervising, or administration

The number of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate Internship in Teaching, Supervising, or Administration courses. IV, p. 48. (adapted)

Number of credit hours in psychology

The number of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate Psychology courses. IV, p. 48. (adapted)

Number of credit hours in sociology

The number of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate Sociology courses. IV, p. 48. (adapted)

Number of credit hours in economics

The number of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate Economics courses. IV, p. 48. (adapted)

Number of credit hours in other areas

The number of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate courses in areas of education other than those defined above. IV, p. 48. (adapted)

03 Inservice Education/Training

Type of inservice activity

Any study or training program sponsored by the staff member's employer and completed during the staff member's period of employment. Inservice education, is defined as a program of systematized activities promoted or directed by the staff member's employer that contributed to the professional or occupational growth and competence of the staff member during his time of service. College courses completed for credit should be noted under Formal Education. IV, p. 48. (adapted)

Institution/agency offering activity

The name of the institution or company (e.g., a local school system or private firm), the agency (e.g., the State education agency, the county government, or health department), or the organization (e.g., the Red Cross or an employee organization) which offered the inservice education completed by the staff member. IV, p. 48.

Date and duration of activity

The year in which the inservice activity was completed by the staff member and the duration of the activity. IV, pp. 48 & 49.

Award/certificate or credit received on completion

The award (e.g., promotion, additional salary, certificate of completion), if any, given the staff member upon completion of the inservice activity. IV, p. 49. (adapted)

04 Educational Experience

This section contains data on the staff member's general educational background, qualifications, and experience or employment. The combination of these data categories provides the LEA administrator with the information necessary (1) to assign the staff member to an activity for which he or she is qualified, and (2) to carry out manpower plans and fill future staffing needs. IV, p. 46. (adapted)

Number of years prior teaching experience

Data about the staff member's employment with other LEAs or educational institutions prior to current employment. IV, p. 50. (adapted)

Number of years prior vocational education teaching experience

The actual number of years that an instructor taught, under the general category of vocational education. Includes teaching of occupational manipulative skills, theory, technical information, communication skills, et al. Project definition.

Grade level(s) taught

The actual grade(s) in which students were enrolled at the time that the vocational education teaching-learning activity was conducted by the instructor. Includes middle school grades, junior high school grades, high school grades, post-high school grades and ungraded instruction provided for adults, apprentices, school drop-outs or others. Project definition.

Number of years prior supervisory/administrative experience

The number of school years and/or part thereof in which the individual was engaged in activities of a supervisory/administrative nature. Includes the activities of the coordinator, director, administrator, dean, division director, department head, _et al_. Project definition.

Number of years prior experience in other education-related areas

Includes such activities as are described within curriculum development, industrial coordination, preparation of audio-visual materials, maintenance of transportation system, data processing of educational information _et al_. Project definition.

Area(s) of vocational education experience

Refers to the broad areas of activity within vocational education having to do with trades and industries, agriculture, distribution, business, health and allied areas, supervisory development training, apprenticeship, public service training and others. Project definition.

Name of agency or institution in which prior experience was acquired

The name, location and official affiliation of the institution or agency. Includes public or private schools, proprietary schools, industrial schools, apprenticeship organizaitons, M.D.T.A., CETA, the military, or other. Project definition.

Dates of employment for each prior agency/institution

The approximate starting month and year and the final month and year of the employment by schools, agencies, or affiliations. Includes public, private, proprietary schools, state apprenticeship agency, community college, technical institute, collegiate activity, _et al_. Project definition.

05 Work Experience(s) Outside of Education

Data about the staff member's prior employment in work not associated with an educational institution. IV, p. 51. (adapted)

Number of years work experience

A cumulative total expressed in years (e.g., 3 years, 6.5 years) of prior noneducation employment. IV, p. 51. (adapted)

Number of years work experience in specified vocational areas

The approximate number of years, or fractional part of a year, of work experience in a specified occupational area. Includes jobs held and experiences obtained in such areas as agriculture, distribution, trades and industries, technical occupations, health and allied occupations, business, distribution, _et al_. Project definition.

Name of organization(s) in which prior work experience was acquired

The listing of firms, concerns, businesses, agencies, and organizations with which the staff member acquired the experience, expressed in years and fractional parts of a year. Project definition.

Dates of work experience for each prior organization

The inclusive dates of each of the staff member's noneducation employment periods prior to current employment. Project definition.

Current employer (if dually employed)

Refers to the work done for an employer external to the vocational school or program, at the present time, i.e., the name of the employer for whom an evening school instructor works during the regular day time. Project definition.

06 Credential(s) Held

Data on each active certificate, license, permit, or other credential held by the staff member which are significant in terms of assignment. IV, p. 49. (adapted)

Name of certificate/license held

The complete title or name, including identification number, of each active teaching certificate held by the staff member. IV, p. 49. (adapted)

Grade/class of teaching certificate held

The description of the teaching certificate earned by the individual and issued by the State certification agency. Includes temporary, emergency, full certification; also certification by subject matter and vocational area such as related subjects instructor, automotive instructor, instructor of printer's English, et al. Project definition.

Occupation(s) license

The license held by the vocational education instructor which permits him to involve students in community-type projects. Includes licenses that must be held by vocational instructors of such occupations as plumbing, electricity, cosmetology, licensed practical nursing. Project definition.

Type(s) of License(s) held

The licenses held by the school/instructor which enable the instructor to involve the school and his students in customer work. For example, the cosmetology instructor must be licensed in order to invite customers (the public) into the salon for hair styling; plumbing, electrical and automobile mechanics instructors must be licensed in most states in order for customer work to be included in the experiences, or "real work" to be provided students, within the organized curriculum. Project definition.

Date of issuance of certificate/license

The month, day, and year each active teaching certificate/license was issued to the staff member. IV, p. 49. (adapted)

Issuing agency

The name of the agency (e.g., State Department of Education) which issued each active teaching certificate/license held by the staff member. IV, p. 49. (adapted)

Date of expiration

The month, day, and year when each active teaching certificate/license held by the staff member will expire. When the certificate/license is renewed, the expiration date of the new certificate is recorded. IV, p. 49. (adapted)

Program level authorized by credentials

The instructional level or levels (e.g., elementary school, middle/junior high school, high school, postsecondary, or adult) within which the staff member is authorized to serve by each active teaching certificate held. IV, p. 49. (adapted)

Curricula authorized by credentials

The descriptive name of vocational curricula within which the staff member is authorized to teach by each active teaching certificate held . . . . IV, p. 50.

07 Employment History

Date of initial employment

The month, day, and year when the staff member first entered into employment. IV, p. 79. (adapted)

Number of years of employment in LEA

The total number of years that the staff member has been employed in the LEA. (At the discretion of the local administrator, this element can be subdivided by job location within the LEA.) IV, p. 79. (adapted)

Number of years in current assignment

The total number of years that the staff member has been functioning in the current assignment. IV, p. 79.

08 Employment Status

The circumstances under which the staff member serves the LEA.

Probationary

The employment status of a staff member who is employed preliminary to being placed on tenure status upon satisfactory performance over a stipulated period of time. IV, p. 79.

Temporary

The employment status of a staff member who is employed on a per diem basis year-to-year, term-to-term, or day-to-day. IV, p. 79.

Emergency

The employment of an individual who lacks sufficient work experience for certification, formal educational qualifications or some other specified requirement for certification. Usually the individual is employed because "no other qualified and/or certified person is available," and is usually replaced by a qualified/certified person at the end of the emergency period (usually 6 months to a year). Project definition.

Permanent

The employment status of a staff member whose employment is not subject to discontinuance by the governing authority except by due process. IV, p. 79. (adapted)

Other

The employment status of a staff member who is not on probationary, temporary, tenure, or permanent status. Examples of staff members having this status are those on contracts with no tenure arrangements, those long-term substitute staff members who serve in the capacity of regular staff members but whose service does not qualify them for tenure, and those staff members who have been suspended. IV, p. 79.

09 Contractual Status

Annual contract

A contract covering a period of one fiscal year. IV, p. 80.

Multi-year contract

A contract covering a period of two or more consecutive years. IV, p. 80.

Continuing contract

A contract which continues automatically from year to year without action on the part of the governing authority, but which may be terminated through appropriate action on the part of the parties involved. IV, p. 80.

Volunteer/no contract

An agreement under which the staff member provides services and conforms to the regulations of the LEA, but does not receive remuneration. No formal contract exists. IV, p. 80.

Other arrangements

A contract or agreement other than those described above such as a letter of intent or an unwritten agreement. IV, p. 80. (adapted)

10 Salary or Wage Status

Data about the annual contractual salary, wage, or wage rate expected to be paid to the staff member for the period of employed time during the current school year. If an instructional staff member such as a teacher, librarian, or counselor is employed for both the regular school term and the summer school term, a separate entry should be made to indicate the amount expected to be paid the staff member for each term. IV, p. 80.

Contract salary or wage

The contractual salary or wage, before deductions, expected to be paid to the staff member during the current school year. IV, p. 80.

Additional salary or wage

The amount of money before deductions expected to be paid to the staff member during the current school year for such activities as extra duty and overtime. IV, p. 80. (adapted)

Other types of compensation

Any nonmonetary compensation (e.g., a car allowance, use of a rent-free house, free meals while at work) which a staff member receives as part of the total compensation. The type of compensation should be specified. IV, p. 80.

11 Type of Remuneration

Per Diem

Remuneration based on a daily rate. Generally does not provide fringe benefits and other associated benefits. Project definition.

12 months

Refers to the 12 equal monthly salary payments to a vocational instructor, whether or not the individual works the full 12 months. Includes those that work 11 months and have one month vacation. Project definition.

10 months

Refers to the 10 equal monthly salary payments paid to a vocational staff member. Project definition.

12 months - extended day

The full-time vocational personnel who are employed on an annual basis and who are paid additional increments to their salaries for work done over and beyond the usual school day, i.e., the coordinator of a vocational curriculum that works 2 hours a day making supervisory visits after the regular school day to students placed in cooperative vocational education with employers in the region. Project definition.

10 months - extended day

See definition of 10 months and 12 months - extended day.

10 months - extended year

Refers to individuals that are employed on a 10-month basis, but whose annual earnings are augmented by assignment earnings as teachers, coordinators, and curriculum producers, etc., during the summer months, (i.e., the 10-month agriculture teacher who works two months in the summer visiting students and their curriculum-related projects on the family farm or on a leased farm. Project definition.

10 months - extended day - extended year

See definitions of 10 months - extended day and 10 months - extended year.

12 Insurance Status

Data concerning the staff member's membership in an insurance plan for which the LEA has accounting responsibilities. IV, p. 81.

Health insurance

Data about the staff member's membership in a health insurance plan for which the LEA has accounting responsibilities. This category would include regular hospital and surgical benefits as well as major medical coverage. IV, p. 81.

Life insurance

Data about the staff member's membership in a life insurance plan for which the LEA has accounting responsibilities. IV, p. 81.

Other insurance

Data on the staff member's membership in other insurance plans (e.g., liability, disability, dental insurance) for which the LEA has accounting responsibilities. At the discretion of the local administrator, this category may be expanded to contain data elements appropriate to the type of insurance, similar to the elements under health insurance and life insurance. IV, p. 81. (adapted)

13 Retirement Program Characteristics

Type of program

The specific kind of retirement program (e.g., a State annuity program) in which the staff member has membership. IV, p. 82. (adapted)

Contribution

The amount which the staff member contributes each pay period to the LEA's retirement program. IV, p. 82. (adapted)

Options

The retirement plan option (e.g., normal retirement, postponed retirement, early retirement, reduced pension, survivors benefits), which the staff member has selected. The various options would depend upon the individual LEA, and the descriptive terms entered should be specified for consistency by the local administrator. IV, p. 82. (adapted)

14 Service Status

Full-time

A staff member whose total current assignments, allocated to vocational curricula, require his or her services throughout the school term for at least the number of hours equal to the hours in a regular school day. IV, p. 82. (adapted)

Part-time

A staff member whose total current assignments require less than his full-time services. A part-time staff member may be employed full-time for part of the school term or part-time for part or all of the school term. IV, p. 82.

Other

Refers to these employees who do not provide services on a regular part-time basis. Includes the occasional or periodic school services provided by an M.D., psychological examiner, social worker, apprentice coordinator (labor department) et al. Project definition.

15 Leave Status

Data on any legitimate absence of the staff member from duty assignment. The amount of leave allowed, amount of leave accumulated, amount of leave taken, data of leaving, and anticipated date of return should be recorded under the appropriate items. IV, p. 83. (adapted)

Sick leave

Leave permitted staff members for illness. IV, p. 83.

Personal leave

Leave permitted staff members for personal reasons, including emergency circumstances. IV, p. 83.

Annual leave

Leave which may be taken by the staff member during the school year through authorization. Annual leave is exclusive of sick leave. Some or all accumulated annual leave may or may not be carried forward from one school year to the next, depending upon LEA regulations. IV, p. 83.

Other

Leave for reasons other than those listed above. Such leave should be specified. IV, p. 83. (adapted)

16 Staff Career Development

The data in this series relate to the staff member's performance and growth in his current assignment. In addition to providing an element for evaluation of performance, this dimension describes factors, such as the need for additional training or experience, which bear upon an administrator's decision to promote or transfer the staff member. IV, p. 83. (adapted)

Quality of performance

Data pertaining to the degree of effectiveness with which the staff member functions relative to goals and objectives which are mutually determined and evaluated. There are numerous criteria and methods for evaluation in current use in LEAs; the choice of which criteria and method to use in evaluating various occupational levels or staff members is left to the discretion of the local administrator according to school board policy and State regulation. IV, p. 83.

Transfer or promotion position

Indication of those positions within the LEA which are within the potential ability level of the staff member by virtue of experience, training, and general overall capability. Potential positions should be described thoroughly, including the job classification and function/program area. IV, p. 84. (adapted)

Readiness for greater responsibility

The degree to which the staff member's capabilities would permit successful performance in an assignment of greater responsibility. IV, p. 84. (adapted)

Career development needs

Description of the exposure and preparation required by the staff member to be ready for a specified future assignment. IV, p. 84.

17 Separation

Separation involves the severance of the employment relationship between the staff member and the LEA. This dimension is used to detail the conditions under which the staff member and the LEA terminate their employment relationship. (In the case of discharge, it is extremely important that the local administrator comply with State and local regulations regarding procedures and documentation.) The categories of voluntary and involuntary separation are subdivided into specific reasons for termination which may provide valuable data for personnel administration. Data on the staff member's eligibility for re-employment are also maintained for future planning purposes. IV, p. 85.

Types of separation

The basic types of separation which can occur in an LEA:

Voluntary Separation (Resignation)
Involuntary Separation
Separation by Mutual Agreement
Separation by Death
Retirement
IV, p. 85. (adapted)

Reason for separation

The reason for termination of the employment relationship. In the case of voluntary separation, the reason is usually supplied by the departing staff member. The local administrator should supply the appropriate data in case of involuntary separation. Details of retirement are usually maintained by the retirement agency, generally an agent of the State. IV, p. 85.

Eligibility for re-employment

The degree of satisfaction with staff member's past performance. IV, p. 86.

18 Position Assignment(s)

Superintendent assignment

An assignment to a staff member (e.g., chief executive of schools or chancellor) to perform the highest level, systemwide, executive management functions of an LEA. IV, p. 53.

Assistant/deputy/associate superintendent assignment

An assignment to a staff member (e.g., an assistant, deputy, or associate superintendent) to perform high-level, systemwide, executive management functions in an LEA can include management of vocational education. IV, p. 53. (adapted)

Principal assignment

An assignment to perform the highest level executive management functions in an individual school, a group of schools, or units of an LEA. IV, p. 53.

President/director assignment

The chief administrative individual concerned with the operation of a program of occupational education. In a comprehensive educational institution, the administrator may be designated as a "Director," while in a specific purpose type of institution (i.e., Technical Institute) the administrator may be designated as a "President." Project definition.

Assistant principal assignment

An assignment to a staff member (e.g., an assistant, deputy, or associate principal) to perform high-level executive management functions in an individual school, group of schools, or units of an LEA could include responsibility for vocational education. IV, p. 53. (adapted)

Director/dean assignment

The individual that has the responsibility for the supervision of a program of vocational education in a school. For example, the director of a secondary level area vocational education school and the dean of an occupational education program of a community college have similar responsibilities, but usually have different titles. Responsibilities include general administrative responsibilities, community relations, program planning, matriculation of enrollees, curriculum organization, scheduling of activities, employment of faculty and staff, et al. Project definition.

Supervisor/director/coordinator assignment

An assignment to direct staff members and manage a function, a program, or a supporting service. Examples of staff members having this assignment include chairmen of academic departments, supervisors of purchasing, directors of physical plant maintenance, business managers, cafeteria directors, and managers of psychological services. (This includes curriculum supervisors who manage staff members.) IV, p. 53. (adapted)

Administrative intern assignment

An assignment to perform activities as part of an internship plan involving supervision and periodic evaluation of the employee. IV, p. 53.

Administrative aide assignment

An assignment to perform activities assisting an executive officer in performing his assigned activities in the LEA. IV, p. 53. (adapted)

Ombudsman assignment

An assignment to receive and investigate complaints mady by individuals against alleged abuses resulting from capricious acts by LEA administrative officials. (The ombudsman usually works for the board of education in a quasi-official status.) IV, p. 53.

Foreman assignment

An assignment, considered to be a function of management, to supervise the day-to-day operations of a group of skilled, semiskilled, or unskilled workers (e.g., warehouse or garage workers). IV, p. 53.

Curriculum specialist assignment

An assignment to a staff member who has expertise in a specialized field to provide information and guidance to other staff members to improve the curriculum of an LEA. This assignment would include the curriculum consultant and curriculum supervisor. IV, p. 54.

Counseling/guidance assignment

An assignment to perform the activities of assisting students and assisting parents and teachers to assist students in making personal plans and decisions in relation to education, career, or personal development. IV, p. 54, (adapted)

Guidance aide assignment

An assignment, under the supervision or direction of a counselor, to perform the activities of assisting students, as well as parents and teachers or other staff who advise students, to help them in making plans and decisions in relation to education, career, or personal development. IV, p. 56. (adapted)

Librarian/media assignment

An assignment to develop plans for and manage the use of teaching and learning resources, including equipment, content material, and services. IV, p. 54.

Library/audio visual aide assignment

The assignment to activities and responsibilities of assembling, cataloging, distributing and accounting for instructional resources which include such materials as reference books, occupational journals, audio materials and equipment and video materials and equipment. Project definition.

Teaching assignment

An assignment to instruct pupils or students. The assignment may be in course or noncourse instructional situations. The teaching assignments of such staff members as classroom teacher, television teacher, professor, instructor, instructor-coordinator, teacher-educator, and itinerant instructor are classified here. VII, p. 115.

Teaching assistant assignment

An assignment to perform the day-to-day activities of teaching students under the supervision of a teacher. The teaching assistant assignment does not include diagnostic or long-range evaluative decisions regarding students taught. Staff members having this assignment may or may not be certificated but have completed at least 2 years of formal education preparatory for teaching or the equivalent in experience or training. IV, p. 56.

Teaching aide assignment

An assignment to assist a teacher with routine activities associated with teaching (i.e., those activities requiring minor decisions regarding students, such as monitoring, conducting rote exercises, operating equipment, and clerking). IV, p. 57.

Teaching intern assignment

An assignment to instruct pupils held by a person who has not fulfilled all the requirements for a professional in the teaching field. This person usually has a professional level of competence in a field other than education and is allowed to teach while obtaining the necessary knowledge and skills in education and/or educational psychology. IV, p. 56.

Student-teaching assignment

An assignment to instruct pupils under the supervision of a certificated teacher as a part of a formalized higher education program of teacher preparation. IV, p. 56.

Accounting assignment

An assignment to design and maintain financial, staff, student, program, or property records; to summarize, analyze, or verify such records; and/or to control and certify expenditures and receipts. IV, p. 54.

Analyst assignment

An assignment to examine, evaluate, and make recommendations in such areas as cost, systems, curriculum, or other educational sectors. Examples of staff members having this assignment include systems analysts, budget analysts, statistical analysts, and psychological analysts. IV, p. 54.

Auditing assignment

An assignment to perform activities concerned with examining, verifying, and reporting on the accounting records of the LEA. IV, p. 54.

Psychologist assignment

An assignment to a staff member who is licensed as a psychologist to evaluate and analyze students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal disabilities. IV, p. 55.

Dietition/nutritionist assignment

An assignment to plan and direct food services programs, including determining the nutritional value of food for meals. IV, p. 54.

Evaluation assignment

An assignment to determine the value or effect of plans, programs, and activities by appraisal of data and activities in light of specified goals and objectives. IV, p. 54. (adapted)

Personnel assignment

An assignment to perform activities concerned with staff recruitment, selection, training, and assignment; maintaining staff records, and working with administrators in developing pension and insurance plans. IV, p. 55.

Planning assignment

An assignment to perform activities concerned with selecting or identifying the goals, priorities, and objectives of the LEA and formulating the courses of action to fulfill these objectives. IV, p. 55.

Registered nurse assignment

An assignment to a staff member who is licensed as a registered nurse to perform activities requiring substantial specialized judgment and skill in the observation, care, and counsel of ill and injured persons, and in illness prevention. IV, p. 55. (adapted)

Nurse's aide assignment

An assignment to perform auxiliary medical services, such as taking and recording temperature, pulse, and respiration rate, and giving medication under the supervision of a physician or a registered nurse. IV, p. 56. (adapted)

Registrar assignment

An assignment to coordinate and direct LEA registration activities, including compilation and analysis of registration data for administrative use. IV, p. 55.

Research and development assignment

An assignment to perform activities concerned with systematic study and investigation using the products of research and judgment to improve educational programs. IV, p. 55.

Social work assignment

An assignment to assist in the prevention of, or solution to, those personal, social, and emotional problems of individuals which involve such relationships as those of the family, school, and community. IV, p. 55.

Statistician assignment

An assignment to plan surveys and collect, summarize, and interpret numerical data, applying statistical theory and methods to provide usable information. IV, p. 55.

Computer operator assignment

An assignment to operate and control computers and related peripheral equipment. IV, p. 56. (adapted)

Machine data processing assignment

An assignment of the personnel responsible for such tasks as programming computers, analyzing data, card-punching and verifying. On occasion, these tasks devolve upon the regular data processing technology instructor(s) or data processing department of a school and provide exercises and applications for the student-matriculants. Project definition.

Psychometrist assignment

An assignment to perform activities concerned with measuring the intellectual, social, and emotional development of students through the administration and interpretation of psychological tests. These activities are usually carried out under the direction or supervision of a psychologist or related professional. IV, p. 56. (adapted)

Public community relations assignment

An assignment to foster good relations between the LEA and the public as a whole, by planning and conducting programs to disseminate information through such media as newspapers, radio and television, public forums, and civic activities, and by reviewing material for and directing preparation of LEA publications. IV, p. 55.

Secretary/clerk

An assignment of the individuals responsible to the administrators and supervisors of the agency for all matters concerning the operation, maintenance, clerical recording and correspondence relating to the occupational education program conducted by the local administrative agency. Project definition.

Clerical assignment

An assignment to perform activities concerned with preparing, transferring, transcribing, systematizing, or filing written communications and records. This assignment includes the positions of clerk, clerk-typist, stenographer, file clerk, and secretary. IV, p. 57.

Bookkeeping assignment

An assignment to keep a systematic record of accounts or transactions and to prepare statements. IV, p. 57.

Maintenance and operations assignment

An assignment to perform activities concerned with repair and upkeep of buildings, machinery, and electrical and mechanical equipment. IV, p. 57. (adapted)

Attendance officer assignment

An assignment to enforce compulsory attendance laws. IV, p. 58.

Custodian assignment

An assignment to perform LEA plant housekeeping and servicing activities consisting of cleaning; operating heating, ventilating, and air-conditioning systems, and servicing building equipment. IV, p. 58.

Food service assignment

An assignment to perform the activities of preparing and serving food. IV, p. 58.

Guard/watchman assignment

An assignment to perform activities concerned with maintaining the safety and security of LEA property, facilities, and personnel. IV, p. 58.

Monitoring assignment

An assignment to perform such activities as helping to keep order on buses, playgrounds, and in lunchrooms, and taking attendance. This assignment would include traffic guards for loading buses. IV, p. 58.

Stores handling assignment

An assignment to perform the activities of receiving, storing, and dispensing school supplies, materials, and equipment. IV, p. 58.

Other (n.e.c.)

Other staff or faculty assignments, on a part-time, full-time or other basis. May include special consultants on curriculum, management or building planning; may include visiting lecturers, exchange teachers, etc. Project definition.

19 Location of Current Assignment(s)

Specific school(s)

The site and building at which a staff member performs an assignment. IV, p. 77.

LEA (district) general office

The specific entity to which the staff member is assigned and for which funds are allocated, e.g., general administration (the central administrative office). IV, p. 77. (adapted)

20 Activity Allocation(s)

Distribution of staff time across activities by FTE. Equivalent to percentage of time assigned to activities. Project definition.

Regular secondary curricula instructional activity

FTE allocation of activities concerned with direct vocational education instruction at the secondary level. Project definition.

Regular adult curricula instructional activity

Activities concerned with the provision of vocational education instruction to adults. This activity takes place in many different types of institutions ranging from secondary level--through unclassified--to postsecondary. Project definition.

Regular postsecondary curricula instructional activity

Activities concerned with direct vocational education instruction at the postsecondary level as conducted by area vocational schools, community colleges, comprehensive high schools, service centers and others. Project definition.

Disadvantaged secondary curricula instructional activity

Activities concerned with direct instruction of a vocational nature for disadvantaged youth in the secondary schools. Project definition.

Disadvantaged adult curricula instructional activity

Activities concerned with direct vocational education instruction for adults who have been identified as disadvantaged by virtue of educational, social and economic measures. (Instruction for such individuals may be provided at secondary, postsecondary, adult or special education facilities in a town, county, state/region.) Project definition.

Disadvantaged postsecondary curricula instructional activity

Activities concerned with direct instruction of postsecondary level vocational education nature for disadvantaged in any institution capable of providing instruction. Project definition.

Handicapped secondary curricula instructional activity

Activities concerned with direct vocational education instruction of secondary students who are classified as physically handicapped. Project definition.

Handicapped adult curricula instructional activity

Activities concerned with direct vocational education instruction provided to adult students identified as physically handicapped. Project definition.

Handicapped postsecondary curricula instructional activity

Activities concerned with direct vocational education instruction provided to postsecondary students identified as physically handicapped. Project definition.

Attendance activities

Activities such as prompt identification of patterns of nonattendance, promotion of positive attitudes toward attendance, analysis of causes of nonattendance, early action on problems of nonattendance, and enforcement of compulsory attendance laws. IV, p. 61.

Social work activities

Activities such as investigating and diagnosing pupil problems arising from the home, school, or community; casework and group work services for pupils and families; interpreting the problems of pupils for other staff members; and promoting change in the circumstances surrounding the individual pupil which are related to his problem. IV, p. 61.

Counseling/guidance activities

Activities concerned with counseling students and parents, providing consultation with other staff members on learning problems, assisting students in personal and social development, assessing the abilities of students, assisting them as they make their own educational and career plans and choices, providing referral assistance, and working with other staff members in planning and conducting guidance programs for students. IV, p. 61.

Student placement activities

Activities organized (1) to help place students in appropriate educational situations and/or in appropriate part-time employment while they are in school, and in appropriate educational or occupational situations after they leave or complete school; and (2) to help students in making the transition from one educational experience to another. Duties may include admissions counseling, referral services, assistance with records, placement on appropriate jobs and follow-up communications with employers. IV, p. 62. (adapted)

Student health activities

Physical and mental health services which do not involve direct instruction. Included are activities involved with providing students with appropriate medical, dental, and nursing services. IV, p. 62. (adapted)

Psychological activities

Activities concerned with administering psychological tests and interpreting the results, gathering and interpreting information about student behavior, working with other staff members in planning school programs to meet the special needs of students as indicated by psychological tests and behavioral evaluations, and planning and managing a program of psychological services, including psychological counseling for the school or local education agency. IV, p. 62. (adapted)

Speech pathology and audiology activities

Activities which have as their purpose the identification, assessment, and treatment of students with impairments in speech, hearing, and language. IV, p. 63. (adapted)

Instruction and curriculum development activities

Activities designed to aid teachers in developing the curriculum, preparing and utilizing special curriculum materials, and understanding and appreciating the various techniques which stimulate and motivate students. IV, p. 63. (adapted)

Staff personnel administration activities

Activities concerned with affairs of the faculty and staff that deal with matters of employment, leave, salary, fringe benefits, counseling, et al. In smaller institutions many of the foregoing tasks will be among the collateral duties of the president/director and his secretarial staff. Project definition.

Inservice training and development activities

Activities designed to contribute to the professional or occupational growth and competence of members of the instructional staff during the time of their service to the LEA. Among these activities are workshops, demonstrations, school visits, courses for college credit, sabbatical leaves, and travel leave. IV, p. 63. (adapted)

Educational media activities

Activities concerned with the use of all teaching and learning resources, including hardware and content materials. Educational media are defined as any devices, content materials, methods, or experiences used for teaching and learning purposes (including printed and non-printed sensory materials). IV, p. 64. (adapted)

LEA executive administration activities

Activities associated with the overall general administrative or executive responsibility for the entire LEA. IV, p. 65. (adapted)

School general administration activities

Activities concerned with establishing and administering policy in connection with operating the LEA. IV, p. 64. (adapted)

Program supervision and coordination activities

The number of individuals charged with the maintenance and further improvement (quality and quantity) of the total program of vocational education in an institution. Includes those individuals whose responsibilities for supervision are full-time and those whose responsibilities include part-time teaching or division/department leadership. Titles of those in vocational education who have supervisory or coordinating responsibilities include: Dean, Department Head, Division Head, Director of Occupational Education, Supervisor, Coordinator of Cooperative Education, Industrial Coordinator, Inservice Education Supervisor, et al. Project definition.

Fiscal management and accounting activities

Activities concerned with purchasing, paying, transporting, exchanging, and maintaining goods and services for the LEA. Included are the fiscal, acquisition of facilities, operation and maintenance, and internal services for operating all schools. IV, p. 65. (adapted)

Facilities acquisition and construction activities

Activities concerned with acquisition of land and buildings, remodeling and construction of buildings and additions to buildings, initial installation or extension of service systems and other built-in equipment, and improvements to sites. IV, p. 66. (adapted)

Operation and maintenance activities

Activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in an effective working condition and state of repair. Activities which maintain safety in buildings, on the grounds, and in the vicinity of schools are included here. IV, pp. 66-67. (adapted)

Transportation service activities

Activities concerned with the conveyance of pupils to and from school, as provided by State law. Included are all trips between home and school and trips to school activities. IV, p. 67. (adapted)

Food services activities

Activities concerned with providing food to students and staff in a school or LEA. This service area includes the preparation and serving of regular and incidental meals (lunches or snacks) in connection with school activities, and the delivery of food. IV, p. 67. (adapted)

Program planning activities

Activities concerned with (1) the selection or identification of the overall, long-range goals, priorities, and objectives of an organization or program; and (2) the formulation of various courses of action in terms of identification of needs and relative costs and benefits for the purpose of deciding which courses of action are to be followed in striving to achieve those goals, priorities, and objectives. IV, p. 69. (adapted)

Research activities

Activities concerned with establishing facts and principles through the systematic study and investigation of the various aspects of education. IV, p. 69. (adapted)

Development activities

Activities concerned with the evolving process of utilizing the products of research in the improvement of educational programs. IV, p. 69. (adapted)

Dissemination activities

Activities concerned with writing, editing, and other preparation necessary to disseminate educational and administrative information to students, staff, managers, or the general public through direct mailing, the various news media, or personal contact. IV, p. 69. (adapted)

Evaluation activities

Activities concerned with ascertaining or judging the degree or value of an action or an outcome by careful appraisal of previously specified data in light of the particular situation and the goals and objectives previously established. IV, p. 69. (adapted)

Information and public relations activities

Activities concerned with writing, editing, and other preparation necessary to disseminate educational and administrative information to the public through various news media or personal contact. IV, p. 69. (adapted)

Management information services activities

Activities concerned with writing, editing, and other preparation necessary to disseminate to management needed information about (1) the operation of the LEA; and (2) the community, State, and Nation, in order to support the decision-making process. IV, p. 69. (adapted)

Statistical services activities

Activities concerned with analyzing and reporting statistical information. IV, p. 69. (adapted)

Data processing activities

Activities concerned with preparing data for storage, storing data, and retrieving them for reproduction as information for management and reporting. IV, p. 70. (adapted)

Advisory activities

Refers to the activities in connection with the operation of curriculum advisory committees or the overall school advisory committee. Includes the time and effort spent in planning for advisory committee meetings, the preparation of reports and documents made available to advisory committees, arrangements for advisory committee members to serve on sub-committees to select instructors, evaluate student progress, evaluate instructor performance, place students in employment et al. Project definition.

Community services activities

Activities that are not directly relatable to providing education for students in an LEA. These include services such as community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities, provided by the LEA for the community as a whole or for some segment of the community. IV, p. 70. (adapted)

Activities not elsewhere classified

The activities that are not elsewhere classified may include transportation of handicapped students, visits to homes to provide instruction to temporarily handicapped students, school public information and speakers bureau activity, et al. Project definition.

21 Position Assignment Allocated by Vocational Curriculum

Curriculum title(s)

The position assignment identified by the vocational curriculum name as it is commonly known. Project definition.

Instructional code(s)

The position assignment identified by the instructional coding system which provides a distinct identity for each subject matter area and for each of the classified items of information within it. Project definition.

FTE position assignment allocated to vocational curriculum

The prorated portion of a position allocated to a vocational education curriculum, e.g., that portion of a teaching position devoted to the auto mechanics curriculum. Project definition.

22 Activity Allocated by Vocational Curriculum

Curriculum title(s)

The activity allocation identified by the name or title by which the curriculum is commonly known. Project definition.

Instructional code(s)

The activity allocation identified by (see Instructional code for Item 21).

FTE functional allocation assigned to vocational curriculum

Same as above for Item 21.

23 Operational Unit(s) Assigned

School name

Operational unit assigned to the local vocational education staff members and identified by the name by which the school system or school is identified. VI, p. 59.

School code(s)

Operational unit assigned to the local vocational staff member and identified by the number or code used within the local school or school system. Any standard number or code for statewide or other use is appropriate. VI, p. 59. (adapted)

FTE allocated to school

Operational unit assigned to a staff member whose total current assignments, allocated to vocational curricula, require his or her services throughout the school term for at least the number of hours equal to the hours in a regular school day. IV, p. 82.

LEA name

Operational unit assigned to a local vocational education staff member and identified by any official name by which a school or school system is identified. VI, p. 59.

LEA code

Operational unit assigned to a local vocational education staff member and identified by the LEA number or code used within the local school system. VI, p. 59. (adapted)

FTE allocated to LEA

Operational unit assigned to the local vocational education staff member identified as an FTE allocated to the LEA. FTE is defined as the amount of time for a less-than-full-time activity divided by the amount of time normally required in a corresponding full-time activity. Full-time equivalency usually is expressed as a decimal fraction to the nearest tenth. Relative percentage of time spent according to function performed. IV, p. 106.

File 8: WHAT ARE THE LOCAL EDUCATION AGENCY VOCATIONAL PROPERTY CHARACTERISTICS?

01 Locational Characteristics of the Local Site

Geographic location

Any designation for geographical location by which a school system, an area vocational school or a local school is identified, e.g., county, or political district. VI, p. 59. (adapted)

Geographic area

Refers to the identification of the school in terms of its official geography within an educational region or area. Thus, in educational regions/areas where several vocational schools are in operation, the identification of each school by points of the compass, by number/letter, et al, may be the mode. Project definition.

School name

Any official name by which a school system or school is identified. VI, p. 59. (adapted)

School number/code

The number or code used within the local school or school system. VI, p. 59. (adapted)

LEA code/administrative unit identification

The number or code used within the local school or school system. VI, p. 59. (adapted)

Distance of site from nearest public transportation route

The distance expressed in feet of the shortest safe walking distance from the site to the nearest regular public transportation stop. VIII, p. 109.

Distance from site to first and second nearest public facilities

The distance expressed in feet of the shortest safe walking distance from the site to the first and second nearest public facility. Public facility is typified by a public library, the city hall, a public park. VIII, p. 109. (adapted)

Total population within one-half mile radius of site

The total number of people whose permanent place of residence is within one-half mile of the site. VIII, p. 109. (adapted)

Total population within one mile radius of site

The total number of people whose permanent place of residence is within one mile of the site. VIII, p. 109. (adapted)

02 Use(s) of Site for Vocational Purposes

Instructional - school

Activities dealing directly with the teaching of students or improving the quality of teaching. This term, at this point in the classification, is used to designate instructional services provided for more than one school plant--for example, radio and television programs--and supervision of some subject, grade level, or other restricted phase of instructional activity, such as remedial reading or audio-visual services. III, p. 38. (adapted)

Extra-curricular - school

Refers to the use(s) made of a vocational school site for activities not directly related to the curricula offering. May include such activities as the rifle team, chess club, knot-tying for anglers, etc., as well as the site use for stock-car drag-racing, collegiate football, etc. Project definition.

Co-curricular - school

Refers to the use(s) made of the vocational school site for projects and activities directly related to the curricula offerings. May include such activities as construction of small kiosks for sale by the carpentry club, construction and use of the school radio station by the radio club, etc. Project definition.

Support services - school

The services that enable the instructional program to proceed with efficiency, that are supplied by support professional staff and faculty. Includes the mimeographing and printing services, cafeteria, library, the food services and other activities that require buildings and/or building space. Project definition.

Support services - administrative units

Activities which have as their purpose the general regulation, direction, and control of the affairs of the school district that are systemwide and not confined to one school, subject, or narrow phase of school activity. III, p. 38. (adapted)

03 Ownership of Site

District owned

Land owned by a school district . . ., or under its control through a contract to purchase. This designation is used for land to which title is held by the board of education or other school officials of the district keeping the record. III, p. 28. (adapted)

County owned

Land owned by a county or under its control through a contract to purchase. This designation is used for land to which title is held by the board of education or other school officials of the county keeping the record. III, p. 28. (adapted)

Municipally owned

Land owned by a municipal unit of government (not the unit operating the schools) that is used for school district purposes. This designation is not used for land to which the board of education or other school officials have title. III, p. 28.

Nonpublicly owned

Any land, other than publicly-owned land, that is used by a school district and is under its jurisdiction for school district purposes. III, p. 28. (adapted)

State owned

A site owned by the state government or a state governmental agency. Project definition.

Federally owned

Refers to the operation of a vocational education program on site(s) owned by the federal government. Abandoned military bases for use as technical institutes, and use of a former federal housing project as dormitory space for residential school enrollees would be examples. Project definition.

Other

Refers to the use of a privately owned land site for the conduct of a vocational education program/curriculum. Includes sites that are owned by a foundation or a city/town/state commission. Project definition.

04 Dates of Acquisition

Date(s) of acquisition of original site

The date(s) on which the owning school district consummated the transfer of ownership of the land, or any part(s) thereof, comprising the original site at the time the school plant or supporting services facility was first accepted and put into use by the school district. III, p. 29.

Date of acquisition of each addition to original site

The date(s) of acquisition of each addition to original site. For leased or rented property, the dates are those on which the lease or rent begins. III, p. 28. (adapted)

Method of acquisition

The procedure under which the site was acquired and put to use in the interest of vocational education. Includes such procedures as purchase, lease, rental by arrangement with the military, et al. Project definition.

05 Cost of Site

The cost of a site as maintained in the records of the owning unit is the actual cost to that unit. When school districts are reorganized, the new district should retain available cost records of the old district(s) for reference purposes. III, p. 29.

Acquisition cost of land at time of purchase

The cost of land includes the purchase price paid by the owning unit for all land that makes up a site and all improvements to the land existing at the time of purchase, plus all costs related to acquiring title to the land, such as appraisal fees, search and title insurance, site surveys, and condemnation proceedings.

If the purchase price of the land also includes some buildings which are retained for use, the appraised value of the buildings should be deducted from the price of the land and a record established for the buildings. If the buildings are sold rather than retained for use, the salvage value should be deducted from the price of the land.

When the actual cost of the land is unknown, the figure to use is the estimated cost as of the time of acquisition. This figure includes the estimated cost of the land and any existing improvements to site for which actual cost figures are not available.

When the land has been received as a gift, or acquired at no cost through annexation or reorganization, the entry for cost of land is zero plus any costs related to acquiring title to the land, with an indication that the land was received as a gift or at no cost to the district. (School districts may wish to note on a record from the appraised value of such land at the time it was received, but this value figure should not be shown as the cost of the land.) III, p. 29. (adapted)

Total cost of outdoor service systems for site

Outdoor service systems are improvements to site designed to facilitate or provide such services as movement of vehicular and pedestrian traffic, vehicular parking, artificial lighting, water supply, sewage disposal, and storage. III, p. 32. (adapted)

Total cost of outdoor instruction areas and playgrounds

Outdoor instruction or play areas are those site improvements developed and equipped for instructional or play activities, such as playgrounds, athletic fields, outdoor swimming pools, slabs which construction occupations utilize for laboratory and pseudo project types of instruction. III, p. 34. (adapted)

Total cost of landscaping and other site improvement

All costs connected with the initial or additional landscaping of a site. Landscaping consists of the arrangement of the topography and plantings of a site for the best aesthetic effect in view of use to which the land is being put. It includes such work as preparing landscape plans; soil analysis; preparing the ground for planting; planting grass, shrubs, or trees; and general grading that is not specifically for outdoor service systems, play areas, fences and retaining walls, or construction of buildings III, p. 34. (adapted)

Total cost of miscellaneous improvements to site

All costs connected with the initial or additional installation of miscellaneous site improvements, such as flagpoles, outdoor rifle ranges, drainage ditches, signs, and firebreaks. Also recorded here are the costs of any off-site improvements, such as roads or sidewalks, that are not part of some specific improvement to a site. III, p. 35. (adapted)

Current book value of site

Value as shown by books of account. III, p. 124. (adapted)

06 Area of Site

Total acreage of the site on which institution is located

The total number of developed and undeveloped acres in a site to the nearest tenth, including areas occupied by buildings, walks, drives, parking facilities, and other improvements to site. If a school uses more than one piece of land, the area is the sum of the acres in the several pieces. This account is adjusted when additions or reductions in the area of the site take place. III, p. 29. (adapted)

Estimated percentage of acreage used for instruction

The amount of the total site expressed in acres (or part thereof) utilized for the purposes of providing instruction of manipulative skills, theory, technical knowledge auxiliary information; also, acreage utilized for the library, audio-visual center, and other educationally supportive services. Project definition.

Estimated percentage of acreage used for maintenance of the building(s) and equipment

The amount of space, expressed in acres, utilized for buildings in which equipment is housed, for building maintenance shops, _et al_. Also includes the acreage needed to store school transportation equipment, snow plows, lawn-mowers, _et al_. Project definition.

Estimated percentage of acreage used for cocurricular purposes

Any instruction area, other than a classroom, that has been specifically designed, or adapted, to accommodate some form of instructional activity and which is available for this purpose, such as libraries, study halls, separate audiovisual areas, research laboratories (not classroom laboratories), museums, auditoriums, gymnasiums, and multipurpose rooms. III, p. 55. (adapted)

Estimated percentage of acreage used for extracurricular purposes

The amount of space, expressed in acres, that is utilized for school connected, _but not curriculum connected_, activities. Includes such space as may be required for a rifle range, a flight area for model airplanes, a pond to practice fly-casting, _et al_. Project definition.

07 _Number of Buildings on Site_

Total number of building(s)

Includes all buildings on the site, including shop buildings, classroom buildings, library, gymnasium, greenhouse, _et al_. Project definition.

Number that are single story

The actual number of single story buildings on the site, where the "story" is that part above ground level. Project definition.

Number that are multiple story

The actual number of multiple story buildings on the site, where the "story" is that part above ground level. Project definition.

Date(s) of construction of each building

The date the construction contract for the original buildings was signed with the contractor. III, p. 41. (adapted)

Date(s) of additions to original construction of each building

The date the construction contract for each addition to the original building was signed with the contractor. III, p. 41. (adapted)

08 Building Information

Site identification

This section includes the major characteristics by which a site may be identified such as location, use, ownership, area, and acquisition cost. Site is defined as a piece of land and all improvements to it except structures. VII, p. 127.

Gross square footage floor area of each building

The gross area of a building is the sum of the areas at each floor level included within the principal outside faces of exterior walls, neglecting architectural setbacks or projections. Include all stories or areas which have floor surfaces with clear standing head room (6 feet 6 inches minimum) regardless of their use. Where a ground level or intermediate story, or part thereof, is left unenclosed, consider the gross area of the unenclosed story as the projected area of the story above. Exclude all unroofed areas and unenclosed roofed-over spaces. Include mezzanines, balconies, and library stack floors only to the extent of their actual floor area; do not include unenclosed areas under the first floor. Unenclosed roofed areas which have been included in original cost contracts can be excluded on a computed or estimated basis for the development of comparative data of gross building areas and costs.

The area of passageways enclosed with similar type and quality of construction as the building proper, and of tunnels with clear standing head room of at least 6 feet 6 inches, are included in the gross area of a building. The area of covered passageways which are not enclosed with similar type and quality of construction as the building proper are excluded from the gross building area. III, p. 45.

Square footage in use for vocational education classrooms

The total area in square feet of all regular vocational education classrooms in a building, including any storage and other service areas opening into, and serving as adjuncts to, particular classrooms. III, p. 50. (adapted)

Square footage in use for vocational education shops

The total area in square feet of vocational education shop rooms in a building, including any storage and other service area opening into, and serving as adjuncts to, particular shop rooms. III, p. 52. (adapted)

Square footage in use for vocational education laboratories

The total area in square feet of vocational education laboratory rooms in a building, including any storage and other service areas opening into, and serving as adjuncts to, particular laboratories. III, p. 52. (adapted)

Square footage in use for gymnasium

The total area in square feet of gymnasiums in a building, including any training, storage, or other service areas opening into, and serving as adjuncts to, the gymnasium. Includes such facilities as may be used jointly for other purposes, i.e., gymtorium, cafetorium. III, p. 57. (adapted)

Square footage in use for traffic flow and circulation

The total area in square feet of all circulation areas inside a building, consisting of such areas as corridors, including extensions into deep recessed doors or entryways; equivalent floor opening area at each floor level for stairs, elevators, ramps, and escalators; and foyer and vestibule areas, including any recessed entrances described as part of the gross area. III, p. 61. (adapted)

Square footage in use for cafeteria

The total area in square feet of cafeterias or lunchrooms in a building, including any storage or other service areas opening into, and serving as adjuncts to, a cafeteria or lunchroom. III, p. 62. (adapted)

Square footage in use for library

The total area in square feet of the main school library areas in a building, including any storage and other service areas opening into, and serving as adjuncts to, the library area. Does not include small library areas in vocational shops, laboratories. III, p. 55. (adapted)

Square footage in use for other purposes

Refers to the actual number of horizontal square feet used for such "other" purposes as the book store, displays of school products and of local manufacturers, for storage of inflammables, wash rooms, et al. Project definition.

09 Building Condition

Satisfactory

Refers to the overall condition of building(s) with regard to the instructional program. The term "satisfactory" would indicate that no modifications of any magnitude, and no repairs of any great order would have to be made, in order for an efficient level of instruction to be maintained. Project definition.

Alterations or repair needed

Refers to the changes/modifications in facilities that may be needed to accommodate changes in curriculums. For example, the expansion of an electronics department by erecting new separators between shops, the installation of gas manifolds in a welding department (requiring separating brick walls) etc., would exemplify modifications. Repairs to existing buildings is self-explanatory. Project definition.

10 Cost of Building

Total acquisition cost of building

The cost of a building as maintained in the records of the owning governmental unit is the actual cost to that unit in acquiring the building, regardless of how the building may have been acquired . . . VII, p. 132. (adapted)

Present value of building

The present worth of a building is its current replacement cost less the deductions for depreciation. III, p. 95. (adapted)

11 Instruction Areas in Building

Building identification number

Refers to the label, stamp, tag or other device that designates the building, according to the system code. Project definition.

Number of classrooms

The total number of regular classrooms in a building. III, p. 50. (adapted)

Student capacity

The student capacity of a given school plant is the membership that can be accommodated in the classrooms, laboratories, shops and other instruction areas of the plant for the school day according to existing state approved standards, exclusive of multiple sessions. III, p. 95. (adapted)

Average area of a classroom

The total area in square feet of all regular classroooms in a building, including any storage and other service areas opening into, and serving as adjuncts to, particular classrooms divided by number of rooms. III, p. 50. (adapted)

Number of shops

The total number of shop rooms used for vocational education in a building. III, p. 52. (adapted)

Average area of a shop

The total area in square feet of shop rooms in a building, including any storage and other service areas opening into, and serving as adjuncts to, particular shop rooms divided by the number of shop rooms. III, p. 52. (adapted)

Number of laboratories

The total number of laboratory rooms in a building. III, p. 51. (adapted)

Average area of a laboratory

The total of all work areas in the instructional parts of the building that have been identified "laboratory" averaged in terms of the number of square feet. Includes such laboratories as those for physics, chemistry, testing materials, electronics, et al. Project definition.

Number of special rooms

Includes rooms not ordinarily associated with regular instruction, including self-study rooms equipped with carrels, the audio-visual equipment room, the film preveiw room, etc. Project definition.

Area devoted to special uses

The area in square feet in an instruction building that is in use for the purposes of bookstore, audio-visual supplies and materials, student self-study space, et al. Project definition.

Percent of total building space used for classroom instruction for vocational education

The actual area in square feet that is devoted to the use of vocational education classroom instruction. Includes such instruction as mathematics, science, English, social studies, theory, technical information, etc. Project definition.

Percent of total building space used for shop instruction for vocational education

The actual area in square feet that is devoted to the shops for instruction in such occupations as machine shop, farm machine mechanics, electric shop, et al. Project definition.

Percent of total building space used for laboratory instruction for vocational education

Refers to the square footage devoted to vocational education instruction in laboratories for such subjects as physics, chemistry, nutrition, practical nursing, electronics, et al. Project definition.

Estimated number of work stations devoted to vocational education classrooms

The numerical count of the number of spaces provided for vocational education students in all of the rooms identified as classrooms. Does not include rooms for such subjects as mechanical drafting, home economics and chemistry that might be utilized for classroom-type instruction. Project definition.

Estimated number of work stations devoted to vocational education laboratories

The actual number of work places provided for vocational education students in those rooms identified as laboratories. Includes home economics labs, nutrition labs, practical nursing labs, electronics lab, physics lab, chemistry lab, etc. Project definition.

Estimated number of work stations devoted to vocational education shops

The actual number of student learning stations in the vocational education shops that are used to accommodate enrollees in vocational curriculums. Project definition.

Total number of instructional rooms

Refers to the aggregate of rooms (shops, laboratories, classrooms) in which instruction takes place. Includes all rooms that are used for youth, adults, disadvantaged, handicapped and other students in the total educational program of the institution. Project definition.

Number of instructional rooms assigned to vocational education

The rooms in an instructional building that are used specifically for vocational education purposes. Includes rooms used for instruction of manipulative skills, theory, technical knowledge, communication skills, et al. Project definition.

12 Area of Building Used for Support Purposes - Square Footage

The total area in square feet of all administration areas in a building, including any storage or other service areas opening into, and serving as adjuncts to, a particular administration area. III, p. 61. (adapted)

Office suite for director/president

A room or rooms designed, or adapted, for the use of the director and/or assistant director in the discharge of their administrative responsibilities, including areas for secretarial and clerical assistants. III, p. 60. (adapted)

Office space for coordinators

The space devoted in the building to house the coordinators of vocational education activities. Includes office space for vocational home-making, cooperative education, industrial training and others. Project definition.

Guidance and counseling suite

A room or rooms designed, or adapted, for the use of persons, such as counselors, deans, placement counselors, and clerical personnel, who have been assigned specific duties and school time to carry on recognized functions of the guidance program. III, p. 60. (adapted)

Health center

A room or rooms designed, or adapted, for the use of persons in the field of physical and mental health, such as physicians, psychiatrists, nurses, dentists, dental hygienists, psychiatric, social workers, and therapists, in providing health services to the student body, such as inspection, treatment, weighing, etc. III, p. 60. (adapted)

Audio-visual and curriculum materials center

The square footage used to house audio-visual equipment, film previewing facilities, curriculum materials and curriculum materials preparing equipment, and such other associated activities. Project definition.

Miscellaneous/other

School administration areas that are not elsewhere classified. Examples are rooms for itinerant teachers other than classrooms, separate offices for teachers or department heads which do not open into classrooms, and conference rooms. III, p. 60. (adapted)

13 Circulation Areas in and Between Building - Square Footage

A circulation area is an area used for general traffic, omitting such areas as unit-contained corridors and stairs located within, and serving parts of, a unit or suite. III, p. 61. (adapted)

Gross corridor area

The total area in square feet of all circulation areas inside a building, consisting of such areas as corridors, including extensions into deep recessed doors or entryways; equivalent floor opening area at each floor level for stairs, elevators, ramps, and escalators; and foyer and vestibule areas, including any recessed entrances described as part of the gross area. III, p. 61.

Covered passageways between buildings

The total area in square feet of enclosed or unenclosed covered passageways which are connected to the building but lie outside the principal exterior walls. This area is not included in the gross floor area of the building. III, p. 61. (adapted)

Percent of total space in building(s) used for circulation

The amount of space in the total building used for the movement of students, faculty, and the public between the shops, classrooms and laboratories. Includes corridors, passageways, lounge areas, etc. Project definition.

14 Room Information

Building identification

The process used by the LEA to identify buildings used for vocational education purposes. Includes identification by name, number, geographical designation or some other device. Project definition.

Room identification

Includes procedures/devices used to identify classrooms, laboratories and shops utilized for vocational education purposes; also such support services rooms as the library, gymnasium, audio-visual supply room, et al. Identification can be by name of room, number, suite, inventory tag or some other device. Project definition.

Room size - square footage

Common usage.

Room type

Refers to the general type of room, such as classroom, laboratory or shop. May also be of a type commonly referred to as a support service room such as those used for guidance, counseling, audio-visual, equipment storage, coordinator office, et al. Project definition.

Room condition

Refers to state of repair for the purposes identified for the room. Also refers to the actual usability of the room for such purposes. Project definition.

Utilization by curriculum(s)

The extent of use made of each room in the school for the purposes of the instruction or support of instruction by curriculums. Where a shop is the room in question, the curriculum is easily defined; where a support service is the room in question, served curriculums may make use of the room. Project definition.

Number of student stations

Refers to the actual number, (capacity) of the shop, laboratory or classroom places reserved for students. In classrooms, this number may be more objectively determined; in the shops, an estimate of the work stations is more appropriate. Project definition.

Average daily number of students (unduplicated) that make use of room

Common usage.

Maximum number of students possible to be served between 8:00 a.m. to 11:00 p.m.

The actual head count of individuals who make use of the room between 8:00 a.m. to 11:00 p.m. The head count will depend upon the number of periods utilized per day in the school, and the maximum number will be the product of room capacity multipied by the number of periods. Project definition.

Average actual number of students served between 8:00 a.m. to 11:00 p.m.

Calculated on the basis of the average number of students occupying the room, multiplied by the number of periods per day that the shop, lab or classroom is in use. Project definition.

Percent of the day (8:00 a.m. to 11:00 p.m.) that room is used for vocational education instruction

Common usage.

Number of days per year room is available for use by vocational education

The actual count of days should be on the basis of use of the room for part or all of the day. Project definition.

Number of days per year room is used for vocational instruction

Common usage.

Number of possible hours per week usage for vocational education

Common usage.

Actual hours per week usage for vocational education

Common usage.

15 General Transportation and Utility Equipment

Number of school buses

Number of vehicles with a manufacturer's rated seating capacity of 12 or more. (Seating capacity figured on the basis of at least 13 inches of seat space per pupil.) III, p. 140. (adapted)

Date(s) of acquisition

For purchased property and property received as a gift or donation, it is the date on which the school district or unit operating the schools consummated the transfer of ownership of a piece of property (land, buildings, or equipment). For property constructed by school district employees, it is the date construction was completed as acceptable. For leased or rented property, this date is the date on which the lease or rent begins. III, p. 129. (adapted)

Method of acquisition

The procedure under which the equipment was acquired and put to use in the interest of vocational education. Includes such procedures as purchase, lease, rental by arrangement with agencies, governmental surplus, National Industrial Equipment Reserve, etc. Project definition.

Current (book) value of each bus

Value as shown by books of account. III, p. 124. (adapted)

Condition of each bus

Refers to the condition of the vehicles owned by the LEA for purposes of transportation, site care, etc. Project definition.

Number of other vechicles

Number of other conveyances used to transport persons or objects, such as automobiles, trucks, aircraft, wreckers, station wagons, bookmobiles, tractors, wagons, and boats, including trailer-type and other attachments operated from such vehicles. Major attachments that can be operated interchangeably with two or more vehicles are accounted for separately. III, p. 77. (adapted)

Current value of each vehicle

The book value of each vehicle. Project definition.

16 Fixed Equipment Used for Instruction in Vocational Education

Equipment item identification

That equipment which is generally installed at the time of the initial construction, and has become an integral part of the building. Project definition.

Acquisition date

The date on which the owning school district consummated the transfer of ownership of the original item of equipment or, if constructed by school district employees, the date on which the construction was completed as acceptable. For leased or rented property, this date is the date on which the lease or rent begins. III, p. 78. (adapted)

Method of acquisition

The procedure under which the equipment was acquired and put to use in the interest of vocational education. Includes such procedures as purchase, lease, rental, etc. Project definition.

Equipment cost

The purchase price paid by the owning unit plus any freight and installation charges. When a piece of equipment has been received as a gift, or at no cost through annexation or reorganization, the entry for its cost is zero plus any costs connected with acquiring, installing, and conditioning it for use, with an indication that it was received as a gift or at no cost to the district. (School districts may wish to note on a record form the appraised value of the gift at the time it was received, but this value figure should not be shown as the cost of the equipment.) When the actual cost of a piece of equipment is not known, the estimated cost at time of acquisition is used as the cost figure. This account is increased when new attachments are added to the equipment item by the cost of such attachments; it is decreased by the cost of such attachments when the attachments are premanently removed from the piece of equipment. Attachments referred to here are those which are assembled units that may be used on different pieces of equipment of the same type. This account is reduced to zero when the equipment item is disposed of. Although this account is not affected by repairs, when used equipment is purchased and reconditioned in order to place it in service, such reconditioning costs are included here as part of the equipment cost. III, p. 77. (adapted)

Equipment condition

The condition of such equipment as was installed in the building at the time of construction or since. The condition should reflect whether the equipment is in suitable repair for instructional purposes, whether repairs are needed, or whether it is obsolete. Project definition.

Life expectancy

The estimated period of time that the equipment will serve its function in a satisfactory manner in view of the conditions to which it is subjected. VII, p. 137. (adapted)

Annual depreciation rate

Annual rate of loss in value or service life of fixed assets because of wear and tear through use, elapse of time, inadequacy, or obsolescence. Project definition.

Current value

The book value of each item of equipment, expressed in terms of its trade-in value toward another new (similar) piece of equipment. Project definition.

Funding source

Described in this dimension are the various origins of revenue for a local LEA. Included are sources from the local government, the intermediate governmental units such as counties and boroughs, from the state, from the federal government, and from other sources. II, p. 51. (adapted)

Curriculum allocation

Refers to the use of the equipment for the instructional activity described within a curriculum. However, certain items of equipment may be utilized by student enrollees in several different curricula, and this should be so noted. Project defition.

Building location

Street address or other appropriate designation. VII, p. 129. (adapted)

Room location

Refers to the location of the equipment by identifiable room in school. Identification may be by number, code, description/or other means. Project definition.

17 Large Movable Tools and Equipment Used in Vocational Education

Equipment item identification

Equipment is defined as any instrument, machine, apparatus, or set of articles which (a) retains its original shape and appearance with use and (b) is nonexpendable; i.e., if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it with an entirely new unit. II, p. 126. (adapted)

Acquisition date

The date on which the owning school district consummated the transfer of ownership of the original item of equipment or, if constructed by school district employees, the date on which the construction was completed as acceptable. For leased or rented property, this date is the date on which the lease or rent begins. III, p. 78. (adapted)

Method of acquisition

The procedure under which the equipment was acquired and put to use in the interest of vocational education. Includes such procedures as purchase, lease, rental, etc. Project definition.

Equipment cost

The purchase price paid by the owning unit plus any freight and installation charges. When a piece of equipment has been received as a gift, or at no cost through annexation or reorganization, the entry for its cost is zero plus any costs connected with acquiring, installing, and conditioning it for use, with an indication that it was received as a gift or at no cost to the district. (School districts may wish to note on a record form the appraised value of the gift at the time it was received, but this value figure should not be shown as the cost of the equipment.) When the actual cost of a piece of equipment is not known, the estimated cost at time of acquisition is used as the cost figure. This account is increased when new attachments are added to the equipment item by the cost of such attachments; it is decreased by the cost of such attachments when the attachments are permanently removed from the piece of equipment. Attachments referred to here are those which are assembled units that may be used on different pieces of equipment of the same type. This account is reduced to zero when the equipment item is disposed of. Although this account is not affected by repairs, when used equipment is purchased and reconditioned in order to place it in service, such reconditioning costs are included here as part of the equipment cost. III, pp. 77 & 78. (adapted)

Equipment condition

The condition of such equipment as was installed in the building at the time of construction or since. The condition should reflect whether the equipment is in suitable repair for instructional purposes, whether repairs are needed, or whether it is obsolete. Project definition.

Life expectancy

The estimated period of time that the equipment will serve its function in a satisfactory manner in view of the conditions to which it is subjected. VII, p. 137. (adapted)

Annual depreciation rate

Annual rate of loss in value or service life of fixed assets because of wear and tear through use, elapse of time, inadequacy, or obsolescence. Project definition.

Current value

The book value of each item of equipment, expressed in terms of its trade-in value toward another new (similar) piece of equipment. Project definition.

Funding source

Described in this dimension are the various origins of revenue for a local LEA. Included are sources from the local government, the intermediate governmental units such as counties and boroughs, from the state, from the federal government, and from other sources. II, p. 51. (adapted)

Curriculum allocation

Refers to the use of the equipment for the instructional activity described within a curriculum. However, certain items of equipment may be utilized by student enrollees in several different curriculums, and this should be so noted. Project definition.

Building location

Street address or other appropriate designation. VII, p. 129. (adapted)

Room location

Refers to the location of the equipment by identifiable room in school. Identification may be by number, code, description/or other means. Project definition.

18 Small Tools and Small Equipment Used in Vocational Education Instruction

Number of individual items

The enumeration of small tools and small equipment owned by the LEA and made available to teachers and students for instructional purposes. Includes the name of the tools and the actual number of each kind, aggregated for a total. Project definition.

Curriculum allocation

Refers to the use of the equipment for the instructional activity described in a curriculum. However, certain items of equipment may be utilized by student enrollees in several different curriculums, and this should be so noted. Project definition.

Room assignment

The assignment of the tools to a specific identifiable shop, laboratory or classroom in a school. The room assignment should be on the basis of the LEA code, number, description or other device. Project definition.

Average unit cost

Total expenditures for a function, activity, service, or property divided by the total number of units for which the function, activity, service, or property was provided; the cost of producing a unit of product or rendering a unit of service divided by number of expenditures. III, p. 142. (adapted)

Total acquisition cost

The purchase price paid by the owning unit plus any freight and installation charges. When a piece of equipment has been received as a gift, or at no cost through annexation or reorganization, the entry for its cost is zero plus any costs connected with acquiring, installing, and conditioning it for use, with an indication that it was received as a gift or at no cost to the district. (School districts may wish to note on a record form the appraised value of the gift at the time it was received, but this value figure should not be shown as the cost of the equipment.) When the actual cost of a piece of equipment is not known, the estimated cost at time of acquisition is used as the cost figure. This account is increased when new attachments are added to the equipment item by the cost of such attachments; it is decreased by the cost of such attachments when the attachments are permanently removed from the piece of equipment. Attachments referred to here are those which are assembled units that may be used on different pieces of equipment of the same type. This account is reduced to zero when the equipment item is disposed of. Although this account is not affected by repairs, when used equipment is purchased and reconditioned in order to place it in service, such reconditioning costs are included here as part of the equipment cost. III, pp. 77 & 78. (adapted)

19. "Other" Equipment Required for Instruction in Vocational Education

Name of equipment group

The name of the equipment comprising the group as given by the manufacturer. III, p. 82.

Number of items in group

This account is adjusted in accordance with increases or decreases in the total number of equipment items in the group. III, p. 82. (adapted)

Average unit acquisition cost of equipment in group

At any given time, the total cost of the equipment group, divided by the number of individual equipment items in the group. III, p. 82. (adapted)

Total acquisition cost of equipment group

The total purchase price paid by the owning unit for the equipment items in the group plus any freight and installation charges. When a piece of equipment has been received as a gift, or acquired at no cost through annexation or reorganization, the entry for its cost is zero plus any costs connected with acquiring, installing, and conditioning it for use, with an indication that it was received as a gift or at no cost to the district. (School districts may wish to note on a record form the appraised value of the gift at the time it was received, but this value figure should not be shown as the cost of the equipment.) When the actual cost of a piece of equipment is not known, the estimated cost at time of acquisition is used as the cost figure. This account is increased when equipment items are added to the group by the cost of the additions; it is decreased when equipment items are removed from the group by the cost of the items removed. The cost of the items removed is determined by multiplying the number of equipment items removed from the group by the average unit cost computed before the removal of the items. Although this account is not affected by repairs, when used equipment is purchased and reconditioned in order to place it in service, such reconditioning costs are included here as part of the equipment cost. III, p. 82. (adapted)

Total current value

The book value of the "other" equipment, expressed in terms of its trade-in value toward other, newer, but similar items. Project definition.

Curriculum allocation

Refers to the use of the equipment for the instructional activity described within a curriculum. However, certain items of equipment may be utilized by student enrollees in several different curriculums, and this should be so noted. Project definition.

20 Equipment for Instructional Support

Name of equipment group

The name of the equipment comprising the group as given by the manufacturer. III, p. 82.

Number of items in group

This account is adjusted in accordance with increases or decreases in the total number of equipment items in the group. III, p. 82. (adapted)

Average unit acquisition cost of equipment in group

At any given time, the total cost of the equipment group, divided by the number of individual equipment items in the group. III, p. 82. (adapted)

Total acquisition cost of equipment group

The total purchase price paid by the owning unit for the equipment items in the group plus any freight and installation charges. When a piece of equipment has been received as a gift, or acquired at no cost through annexation or reorganization, the entry for its cost is zero plus any costs connected with acquiring, installing, and conditioning it for use, with an indication that it was received as a gift or at no cost to the district. (School districts may wish to note on a record form the appraised value of the gift at the time it was received, but this value figure should not be shown as the cost of the equipment.) When the actual cost of a piece of equipment is not known, the estimated cost at time of acquisition is used as the cost figure. This account is increased when equipment items are added to the group by the cost of the additions; it is decreased when equipment items are removed from the group by the cost of the items removed. The cost of the items removed is determined by multiplying the number of equipment items removed from the group by the average unit cost computed before the removal of the items. Although this account is not affected by repairs, when used equipment is purchased and reconditioned, in order to place it in service, such reconditioning costs are included here as part of the equipment cost. III, p. 82. (adapted)

Total current value

The book value of the "other" equipment, expressed in terms of its trade-in value toward other, newer, but similar items. Project definition.

Curriculum allocation

Refers to the use of the equipment for the instructional activity described within a curriculum. However, certain items of equipment may be utilized by student enrollees in several different curriculums, and this should be so noted. Project definition.

II Equipment for Personnel Services

Name of equipment group

The name of the equipment comprising the group as given by the manufacturer. III, p. 82.

Number of items in group

This account is adjusted in accordance with increases or decreases in the total number of equipment items in the group. III, p. 82. (adapted)

Average unit acquisition cost of equipment in group

At any given time, the total cost of the equipment group, divided by the number of individual equipment items in the group. III, p. 82. (adapted)

Total acquisition cost of equipment group

The total purchase price paid by the owning unit for the equipment items in the group plus any freight and installation charges. When a piece of equipment has been received as a gift, or acquired at no cost through annexation or reorganization, the entry for its cost is zero plus any costs connected with acquiring, installing, and conditioning it for use, with an indication that it was received as a gift or at no cost to the district. (School districts may wish to note on a record form the appraised value of the gift at the time it was received, but this value figure should not be shown as the cost of the equipment.) When the actual cost of a piece of equipment is not known, the estimated cost at time of acquisition is used as the cost figure. This account is increased when equipment items are added to the group by the cost of the additions; it is decreased when equipment items are removed from the group by the cost of the items removed. The cost of the items removed is determined by multiplying the number of equipment items removed from the group by the average unit cost computed before the removal of the items. Although this account is not affected by repairs, when used equipment is purchased and reconditioned, in order to place it in service, such reconditioning costs are included here as part of the equipment cost. III, p. 82. (adapted)

Total current value

The book value of the "other" equipment, expressed in terms of its trade-in value toward other, newer, but similar items. Project definition.

Curriculum allocation

Refers to the use of the equipment for the instructional activity described within a curriculum. However, certain items of equipment may be utilized by student enrollees in several different curriculums, and this should be so noted. Project definition.

22 Equipment for Research and Statistical Services

Name of equipment group

The name of the equipment comprising the group as given by the manufacturer. III, p. 82.

Number of items in group

This account is adjusted in accordance with increases or decreases in the total number of equipment items in the group. III, p. 82. (adapted)

Average unit acquisition cost of equipment in group

At any given time, the total cost of the equipment group, divided by the number of individual equipment items in the group. III, p. 82. (adapted)

Total acquisition cost of equipment group

The total purchase price paid by the owning unit for the equipment items in the group plus any freight and installation charges. When a piece of equipment has been received as a gift, or acquired at no cost through annexation or reorganization, the entry for its cost is zero plus any costs connected with acquiring, installing, and conditioning it for use, with an indication that it was received as a gift or at no cost to the district. (School districts may wish to note on a record form the appraised value of the gift at the time it was received, but this value figure should not be shown as the cost of the equipment.) When the actual cost of a piece of equipment is not known, the estimated cost at time of acquisition is used as the cost figure. This account is increased when equipment items are added to the group by the cost of the additions; it is decreased when equipment items are removed from the group by the cost of the items removed. The cost of the items removed is determined by multiplying the number of equipment items removed from the group by the average unit cost computed before the removal of the items. Although this account is not affected by repairs, when used equipment is purchased and reconditioned, in order to place it in service, such reconditioning costs are included here as part of the equipment cost. III, p. 82. (adapted)

Total current value

The book value of the "other" equipment, expressed in terms of its trade-in value toward other, newer, but similar items. Project definition.

Curriculum allocation

Refers to the use of the equipment for the instructional activity described within a curriculum. However, certain items of equipment may be utilized by student enrollees in several different curriculums, and this should be so noted. Project definition.

23 Equipment for Data Processing Services

Equipment item identification

That equipment which is generally installed at the time of the initial construction, and has become an integral part of the building. Project definition.

Acquisition date

The date on which the owning school district consummated the transfer of ownership of the original item of equipment or, if constructed by school district employees, the date on which the construction was completed as acceptable. For leased or rented property, this date is the date on which the lease or rent begins. III, p. 78. (adapted)

Equipment cost

The purchase price paid by the owning unit plus any freight and installation charges. When a piece of equipment has been received as a gift, or at no cost through annexation or reorganization, the entry for its cost is zero plus any costs connected with acquiring, installing, and conditioning it for use, with an indication that it was received as a gift or at no cost to the district. (School districts may wish to note on a record form the appraised value of the gift at the time it was received, but this value figure should not be shown as the cost of the equipment.) When the actual cost of a piece of equipment is not known, the estimated cost at time of acquisition is used as the cost figure. This account is increased when new attachments are added to the equipment item by the cost of such attachments; it is decreased by the cost of such attachments when the attachments are permanently removed from the piece of equipment. Attachments referred to here are those which are assembled units that may be used on different pieces of equipment of the same type. This account is reduced to zero when the equipment item is disposed of. Although this account is not affected by repairs, when used equipment is purchased and reconditioned in order to place it in service, such reconditioning costs are included here as part of the equipment cost. III, p. 77. (adapted)

Life expectancy

The estimated period of time that the equipment will serve its function in a satisfactory manner in view of the conditions to which it is subjected. VII, p. 137. (adapted)

Annual depreciation rate

Annual rate of loss in value or service life of fixed assets because of wear and tear through use, elapse of time, inadequacy, or obsolescence. Project definition.

Current value

The book value of each item of equipment, expressed in terms of its trade-in value toward another new (similar) piece of equipment. Project definition.

Funding source

Described in this dimension are the various origins of revenue for a local LEA. Included are sources from the local government, the intermediate governmental units such as counties and boroughs, from the state, from the federal government, and from other sources. II, p. 51. (adapted)

Room location

Refers to the location of the equipment by identifiable room in school. Identification may be by number, code, description/or other means. Project definition.

Curriculum allocation

Refers to the use of the equipment for the instructional activity described within a curriculum. However, certain items of equipment may be utilized by student enrollees in several different curricula, and this should be so noted. Project definition.

24 Materials and Supplies

Name of materials group

Aggregation of the names of the materials consumed/used in the instructional processes of vocational education. Includes lumber, wire, oil, bandages, sutures, foodstuffs, etc. Project definition.

Number of items in group

This account is adjusted in accordance with increases or decreases in the total number of equipment items in the group. III, p. 82. (adapted)

Average unit acquisition cost of materials in group

The average cost per year of the consumable materials and supplies needed by the LEA to conduct vocational education, expressed in terms of cost per student per year. Also, materials should be separated into major groups or categories. Project definition.

Total acquisition cost of materials groups

The aggregation of all costs relating to the supplies and consumable materials needed by an LEA in support of the vocational education program. Project definition.

Total current values

The book value of the "other" equipment, expressed in terms of its trade-in value toward other, newer, but similar items. Project definition.

Curriculum allocation

Refers to the use of the equipment for the instructional activity described within a curriculum. However, certain items of equipment may be utilized by student enrollees in several different curriculums, and this should be so noted. Project definition.

File 9: WHAT ARE THE LOCAL SCHOOL CHARACTERISTICS?

01 Identification

An organizational unit or reporting unit may be identified by use of items of information under this heading; e.g., name, identification number, location, type and control. VI, p. 59.

Name

Any official name by which a school system or school is identified. VI, p. 59.

School number/code

The number or code used within the local school or school system . . . . Any appropriate standard number or code for statewide or other use. VI, p. 59. (adapted)

Administrative unit

An administrative unit at the local level which exists primarily to operate public schools or to contract for public school services. Normally, taxes can be levied by such units for school purposes. These units may or may not be coterminous with county, city, or town boundaries. This term is used synonymously with the terms "school district" and "local education agency." VI, p. 262. (adapted)

Geographic location of school

Any designation for geographical location by which a school system or school is identified, e.g., county, or political district. VI, p. 59. (adapted)

Congressional district

The assigned number of the district established by the state legislature, the location and area it comprises, and the total population that resides in the district. Project definition.

02 Geographic Characteristics of Area

Rural place(s)

Any place(s) not otherwise classified as urban. Project definition.

Urban place

A. Places of 2,500 inhabitants or more incorporated as cities, boroughs, villages, and towns (except towns in New England, New York, and Wisconsin).

B. The densely settled urban fringe, whether incorporated or unincorporated, of urbanized areas. 1970 Census Users Guide, Part 1, p. 82.

Urbanized areas--central city

An urbanized area contains at least one city which had 50,000 inhabitants in the census as well as the surrounding closely settled incorporated and unincorporated areas that meet the criteria for urban fringe areas. (There are a few urbanized areas where there are "twin central cities" that have combined population of at least 50,000.) All persons residing in an urbanized area are included in the urban population. 1970 Census Users Guide, Part 1, p. 83. (adapted)

Urbanized areas--urban fringe

In addition to its central city or cities, an urbanized area also contains the following types of contiguous areas, which together constitute its urban fringe:

A. Incorporated places with 2,500 inhabitants or more.

B. Incorporated places with less than 2,500 inhabitants, provided each has a closely settled area of 100 dwelling units or more.

C. Enumeration districts in unincorporated areas with a population density of 1,000 inhabitants or more per square mile. (The area of large nonresidential tracts devoted to such urban land uses as railroad yards, factories, and cemeteries is excluded in computing the population density.)

D. Other enumeration districts in unincorporated territory with lower population density provided that it serves one of the following purposes:

1. To eliminate enclaves.

2. To close indentations in the urbanized area of one mile or less across the open end.

3. To link outlying enumeration districts of qualifying density that were no more than 1-1/2 miles from the main body of the urbanized area.

A change in the definition since 1960 involves dropping the use of towns in the New England States, townships in New Jersey and Pennsylvania, and counties elsewhere which were classified as "urban by special rule." These areas or their parts, will qualify as part of the urbanized area only if they meet rule C above. 1970 Census Users Guide, Part 1, p. 83.

Economically depressed area

That area or region in a state or states that has more than the national average of unemployed persons. Project definition.

03 Type of School Organization By Grade Level

Preprimary school

A distinct organization for classes within an elementary school for groups of children during the year or years preceding the primary level. VI, p. 60. (adapted)

Primary school

A distinct organization for students in the primary grades or years, usually grade 1 through grade 3 or the equivalent. In some instances, the preprimary and primary levels are combined. VI, p. 60. (adapted)

Intermediate elementary school

A distinct organization for students in the intermediate elementary grades or years, usually grades 4, 5, and 6 or their equivalent. VI, p. 60. (adapted)

Elementary school

A school classified as elementary by State and local practice and composed of any span of grades not above grade eight. VI, p. 60. (adapted)

Middle school

A separately organized and administered school usually beginning with grade 5 or 6 or its equivalent and usually including at least three grades or years. Most middle schools presume, in ultimate plan if not in present reality, a (4-year) high school for the grades or years which follow, as in a 4-4-4 plan or a 5-3-4 plan. VI, p. 60. (adapted)

Junior high school

A separately organized and administered secondary school intermediate between the elementary and senior high schools, usually including grades 7, 8 and 9 (in a 6-3-3 plan) or grades 7 and 8 (in a 6-2-4 plan). VI, p. 60.

Four-year high school

A 4-year secondary school immediately following the elementary school (as in an 8-4 plan) or a middle school. This includes 4-year vocational and technical high schools. VI, p. 60.

Five or six-year high school

A secondary school served by one faculty organized under one principal which includes more than four grades, is not divided on a junior and senior basis, and is not preceded by a junior high school in the same school system. VI, p. 60.

Other secondary school

A secondary school conducted during the regular school terms, other than those identified above, such as the newly organized high school that ultimately will have additional grades. A secondary school exclusively for adults and youth beyond the age of compulsory school attendance should not be included here but, rather, should be included under adult school or other adult education instructional organization. VI, p. 60. (adapted)

Junior/community college

An institution of higher education which offers usually within its total program the first 2 years of college instruction, frequently grants an associate degreee, and does not grant a bachelor's degree. It is either an independently organized institution (public or nonpublic) or an institution which is a part of a public school system or an independently organized system of junior colleges. Offerings include college transfer courses and curriculums; vocational, technical, and semi-professional occupational education curriculums; general education curriculums at the postsecondary instructional level; and may also include continuing education for adults as well as other community services. VI, p. 61. (adapted)

Technical institute/technical college

A school which is separately organized under the direction and management of an administrator (such as a director or president) for the primary purpose of offering vocational education in one or more semiskilled, skilled, or technical occupations. VI, p. 61. (adapted)

Adult school or other adult education organization

A school only for adults and youth beyond the age of compulsory school attendance, or some other separate adult education organizational arrangement within a school system, college, or other agency or institution, including a technical institute or area vocational education school. A sheltered workshop providing vocational training may be included under this heading. VI, p. 61. (adapted)

04 Type of School Organization By Program Offerings

An indication of the general purpose or content of the program of studies, e.g., typical local elementary curriculum, college preparatory curriculum, occupational curriculum, and transfer curriculum. VI, p. 61. (adapted)

Comprehensive high school

A secondary school with a number of departments, (e.g., English, mathematics, science, industrial arts, general business, vocational education, offering broadly diversified program of curriculums to meet the needs of students having varying interests and abilities. VI, p. 259. (adapted)

Complete vocational high school

A secondary school which is separately organized and administered under a director for the primary purpose of offering vocational and technical education in one or more semiskilled, skilled or apprenticeable occupations; adult, extension and supplementary education. (Departments of other types of high schools which offer courses or programs in areas such as agriculture, home economics, office occupations, and other vocational and/or technical areas are not considered as separately organized vocational or technical high schools.) VI, p. 267. (adapted)

Area vocational school

A public school which has been approved to provide a program of at least five different vocational curriculums to residents of a state, a county, a major city, or another designated geographic area usually larger than one local basic administrative unit. Can be a section of a comprehensive high school, a separate vocational high school, a technical institute, or a service center. VI, p. 61. (adapted)

Service center

An institution that provides vocational or technical education preparation, updating and upgrading for youth and adults in a region. In the case of high school age youth, students attending home institutions travel to the service center (Area Vocational School) for their specialized vocational education. Project definition.

Career center

With the extension of pre-vocational activities downward in the grades to include career awareness, exploration et al. Career Centers for a school district, or for a region, serve all of the career needs of pre-vocational and vocational categories for youth in the public schools. Career Centers also meet the needs of adults, and extend the career education philosophy to all youth and adults in the area. Project definition.

05 Regional Coverage

Number of schools served

Refers to the number of schools from which students travel to a regional center, for the purpose of obtaining vocational education. For example, based upon the decisions made by the governing board, a regional vocational education center may serve as few as three or four high schools, or as many as all the high schools in several counties. Project definition.

Identification of schools served

The schools (by names and locations) which are served by a regional center. Project definition.

Number of LEAs (districts) served

The actual number of discrete school districts from which students travel to a regional vocational education center. A school district is understood to be the geographical area that is educationally administered to by a local education administration unit. Project definition.

Identification of LEA (district) served

The name of the LEA or school district served by a regional center and its location within a county or state. Project definition.

06 Control

The type of governmental agency or other agency having primary legal control of a school system or school. VI, p. 62.

Local education agency

Among types of governmental agencies having legal control of school systems and schools are the local education agency (sometimes referred to as the local basic administrative unit or local public school district), the city or municipal government, township government, county government, state government, and federal government. VI, p. 62. (adapted)

Consortium of LEAs

The organization that is formed when a number of school districts join together in order to organize, construct and operate a vocational education or career education facility, for joint use of the constituent LEAs. Project definition.

City or municipal government

The program of a school system or school is under the control of a public agency, is supported primarily by public funds, and is operated by publicly elected or appointed school officials. Among types of governmental agencies having legal control of school systems and schools are the local education agency (sometimes referred to as the local basic administrative unit or local public school district), the city or municipal government, township government, county government, state government, and federal government. VI, p. 62. (adapted)

County government

See definition above.

Other local public agency

A local public agency not identified by definitions above and not a combination of any of these, e.g., a local public agency established to operate a program under specific federal legislation. VI, p. 62.

State educational agency

See definition of city or municipal government above.

Federal control

See definition of city or municipal government above.

College or university

An institution of higher education which has legal control of a school or school system. VI, p. 63.

Other public control

A type of public agency other than those identified by definitions above. Any such type of agency should be specified. VI, p. 63. (a[illegible]ted)

Nonpublic control

Situations in which the program of a school system or school is under the legal control of an agency which is not a part of state government, a subdivision of the state government, or the federal government, usually is supported primarily by other than public funds, and the operation of whose program rests with other than publicly elected or appointed officials. Among types of nonpublic or private agencies having legal control of school systems and schools are religious groups and groups which are independent of both church and state such as apprenticeship councils. VI, p. 63.

07 Span(s) Contained in School

Age

The youngest and oldest ages at which children, youths, and adults normally are permitted to attend school. Exceptions to the normal ages of permissive attendance should be specified, with reference made to groups of students involved and their span of permissive attendance ages. The date on which ages are determined may be specified. VI, p. 64. (adapted)

Grade

An identification of the grade standing, or the grades, of all or most of the students in a course, self-contained class, or section. VI, p. 64. (adapted)

Year

In ungraded situations, designations which may be used to indicate the number of years, and to identify which years customarily are spent within a given school, or organizational subdivision of a school, as, for example, in an elementary school, in the primary grades of an elementary school, in the grades of a vocational high school, or in a secondary school. VI, p. 65. (adapted)

08 Approval

Approval of a unit of organization (e.g., a school system, school, program of studies, and course) is the official act of the state department of education, or another recognized agency having official authority, certifying that the unit of organization complies with the legal requirements or prescribed standards for the operation of such units . . . . VI, p. 65. (adapted)

Approval status

Approved--The unit of organization or a specified curriculum is approved. If more than one type of approval is available, the type of approval granted should be specified. As applied to courses and curriculums, this includes vocational and technical education courses and curriculums approved under the state plan.

Warning or probation--The unit of organization, currently approved, may have approval withdrawn by the approving agency unless certain specified deficiencies are corrected. A time limitation usually is imposed for the correction of such deficiencies.

Approval denied--Application has been made for approval but approval was denied by the approving agency.

Application in process--Application has been made for approval but action on this application has not been completed.

Approval not requested--Approval has not been requested. As applied to a course, this includes courses meeting state plan requirements for vocational and technical education but for which approval has not been requested.

Approval not available--Approval is not available for the type of unit of organization. VI, p. 66.

Approving agency

Information about the agency which can or does grant approval to the unit of organization. VI, p. 66.

09 Accreditation

Accreditation status

Accredited--The school program of studies, or specified curriculums are accredited. Project definition.

Warning or probation--The school program of studies, or specified curriculums currently accredited, may have accreditation withdrawn by the accrediting agency unless certain specified deficiencies are corrected within a given period of time.

Accreditation denied--The school, or curriculum has applied for accreditation, but accreditation was denied by the accrediting agency.

Application in process--Application has been made for accreditation but a final decision has not been reached. This includes institutions or specified curriculums which have been granted "Candidate Status."

Accreditation not requested--Accreditation has not been requested.

Accreditation not Available--Accreditation is not available to the school or curriculum. VI, p. 66.

Accrediting agency

Information about the agency which can or does grant accreditation to the school or program of studies. VI, p. 66.

10 Time Elements

Items of information under this heading may be used to indicate the manner in which time is organized for various segments of the school year and the school day. VI, p. 66.

Length of school year in days

The school year is defined as the 12-month period of time denoting the beginning and ending dates for school accounting purposes, usually from July 1 to June 30; a school term is defined as a prescribed span of time when school is open and the students are under the direction and guidance of teachers. The school year may include one or more school terms, the most common of these terms being the regular and summer school terms. These terms sometimes are further subdivided into shorter terms such as semesters and quarters. VI, p. 66. (adapted)

Length of regular school term in days

The regular school term is that school term which begins usually in the late summer or fall and ends in the spring. It may be interrupted by one or more vacations. VI, p. 67. (adapted)

Length of summer school term in days

The number of days school is in session during the summer school term. For some purposes it may be preferable to indicate the actual number of days in session rather than use a specified time period. If the number of days is less than 11 of more than 60, this number should be specified. VI, p. 67.

Length of school day in minutes

The number of minutes the school is in operation during all the sessions of the typical school day. VI, p. 68. (adapted)

11 Vocational Curricular Offerings

Curriculum identification

Information used to identify a curriculum with a school, e.g., title, curriculum and instructional code, program level, program area, type of student work program, school code, LEA code, and academic year. Project definition.

Total number of vocational curricular offerings by curriculum and instructional characteristics

Refers to the listing of all curriculums offered by the school which prepare youth and adults for entrance into the labor market with skills directly associated with a definable occupation; also, curriculums that provide opportunities for adults to update and/or upgrade their skills and technical knowledge. Project definition.

12 Students Served by the School

Average daily membership - vocational

The aggregate membership days of vocational students in a given curriculum or school during a given reporting period divided by the number of days school is in session during this period. Only days on which the students are under the guidance and direction of teachers should be considered as days in session. The reporting period is generally a given regular school term. The average daily membership for groups of schools having varying lengths of terms is the sum of the average daily membership obtained for the individual schools. VI, p. 258. (adapted)

Average daily membership - total

The aggregate membership days of a given school or curriculum during a given reporting period divided by the number of days school is in session during this period. Only days on which the students are under the guidance and direction of teachers should be considered as days in session. The reporting period is generally a given regular school term. The average daily membership for groups of schools having varying lengths of terms is the sum of the average daily memberships obtained for the individual schools. VI, p. 258. (adapted)

Average daily attendance - vocational

The aggregate days attendance of vocational students in a given curriculum or school during a given reporting period divided by the number of days school is in session during this period. Only days on which the students are under the guidance and direction of teachers should be considered as days in session. The reporting period is generally a given regular school term. The average daily attendance for groups of schools having varying lengths of terms is the sum of the average daily attendances obtained for the individual schools. VI, p. 258. (adapted)

Average daily attendance - total

The aggregate days attendance of a given school or curriculum during a given reporting period divided by the number of days school is in session during this period. Only days on which the students are under the guidance and direction of teachers should be considered as days in session. The reporting period is generally a given regular school term. The average daily attendance for groups of schools having varying lengths of terms is the sum of the average daily attendances obtained for the individual schools. VI, p. 258. (adapted)

Total number of vocational student withdrawals

Withdrawal information is information about students who withdraw from membership in a class, grade, or school by transferring, completing school work, discontinuing school work, or because of death. Such information should be recorded about all students who withdraw from membership, whether during the regular school term or between regular school terms. The date of withdrawal from memebership is the first day after the date of last attendance, if known; otherwise, the date of withdrawal is considered to be the date on which it becomes known officially that the student left. V, p. 84. (adapted)

Total number of vocational completers/early leavers by reason for leaving

Total number of students who have terminated formal training in a program prior to normal completion time but who have gained marketable skills and have been employed in the field for which trained; or, total number who withdraw from the curriculum and remain in school or withdraw from the curriculum and leave school without marketable skills, or students who withdraw from junior colleges, adult education programs, or other instructional programs prior to completion. Possible reasons for early leave, e.g., physical illness, academic difficulty, dislike of school experience, economic reasons, employment, marriage, etc. Project definition.

Total enrollment by student characteristics

Enrollment is a broad category which includes data about the student's entrance into the situation in which he or she receives instruction (e.g., school, class, and instruction by correspondence), about his membership (including attendance, absence, tardiness, and early departure), and about his withdrawal (including completion of school work, transfer, dropout, and death). Some State laws require the maintenance of this data not only for students actually enrolled in a public school, but for students in non-public schools as well.

Many school systems are adopting a record-keeping procedure for students based on the concept of continuous student accounting. This involves the acceptance of responsibility to account positively for a student once he has enrolled in the school or school system. Under this concept, the student's name remains on the membership rolls—even though he does not appear for classes at the beginning of a term—until it is determined that his name should be withdrawn from the rolls . . . .

Care must be exercised by the school system in counting membership and attendance to make appropriate modifications for dual enrollment of shared-time arrangements, for released time, and for part-time status. V, p. 68. (adapted)

Total vocational enrollments by curriculum and instructional characteristics

Describes the unduplicated head count of persons enrolled in the curriculums offered by the local school. Includes those who are enrolled in in-school curriculums, those who participate on a cooperative (in-school and employment) basis, and those assigned on an internship basis exterior to the school, all of which require different instructional procedures. Project definition.

Total vocational enrollments by program area

Refers to the enrollments by vocational areas of instruction. Each of the usual areas (trades and industries, health occupations, agriculture, distributive education, office business practices, technical education) would be shown as total enrollments, having aggregated the enrollments in curriculums in the respective areas. Included in the enrollments would be the unduplicated head count of all who enroll and participate. Project definition.

Total vocational enrollment by program level

The total of the enrollments in vocational education programs conducted on the several levels by the local school. For example, sub-totals would be aggregated for enrollments in (a) the secondary level vocational education curriculums, (b) the adult preparatory curriculums, supplementary and apprenticeship training programs, (c) the post-secondary instruction conducted for former graduates of the secondary school, and (d) the special vocational education program for slow-learners, et al. Project definition.

Total number of vocational program applicants annually

Refers to the aggregate of applicants (qualified and not qualified) for admission to the vocational curriculums offered by the school. Applicants should be categorized such that high school, postsecondary, adult, unclassified, special and other students are accounted for. Project definition.

Total number denied admission to vocational programs by reason of denial

All of those applicants denied admission for lack of space in a chosen curriculum, lack of preparation in basic technical knowledge, age, filled quota from school, or other reason. Project definition.

Anticipated number of total enrollments in the short-run (long-run)

The projected enrollments total for the entire school, including academic and vocational/technical divisions of the school, and separated in terms of projections for 1 and 2 years from the projections of 5 and 10 years. Project definition.

Anticipated number of vocational education enrollments in the short-run (long-run)

These are the projected enrollments totalled for all of the vocational curriculums in the school. Based upon manpower data and upon regionally developed data, projections of vocational enrollments for the 1 to 2 year period are provided, along with the enrollment projections at the 5 yr. and 10 yr. mark. Project definition.

13 Facilities of School

Facilities identification

The facilities used by administration and the designation of such facilities in terms of their names and uses. May include central offices, guidance facilities, shop and laboratory buildings, equipment garages, repair facilities, etc. Project definition.

Total number of facilities by property characteristics

Total number of classrooms, laboratories/shops or other facilities for vocational education purposes. Project definition.

Cost of facilities by property characteristics

Cost of classrooms, laboratories/shops and other facilities utilized for vocational education purposes. Project definition.

Total present value of physical plant

Refers to the total current estimated value of the physical plant, based upon the current market values of the property and the installed equipment in the school plant. Project definition.

Total school instructional capacity

The membership that can be accommodated in the classrooms and other instruction areas of a building for the school day according to existing state approved standards, exclusive of multiple sessions. Student capacity of a given building is dependent upon existing standards or policies governing the operation of the school in question with respect to three major elements: class size, organization of the school, and educational program of the school. Once established, this figure should be changed only when the standards or policies regulating the three elements are definitely changed or when there is a change affecting capacity in the classroom or other instruction areas as a result of additions to, or remodeling of, a building. III, p. 46. (adapted)

Total school vocational program instructional capacity

The capacity of the school with the present operating faculty for the vocational program of instruction. This total should be based upon the optimum class sizes in the shops, laboratories, and classrooms, the number of contact hours (average) per instructor, and the number of plant operating hours. Project definition.

14 Vocational Staff of School

The term staff member is defined, for the purposes of this project, as a person whose relationship with the local education agency meets the following criteria:

> The person, under the direction of the LEA, performs activities or provides services in vocational education for the LEA. The person is either compensated for such services by the LEA and is considered an employee for the purpose of workmen's compensation coverage, the Federal Insurance Contribution Act (FICA), and wage or salary tax withholdings; or the person performs such services on a volunteer, uncompensated basis. (The LEA should collect the same data--depending upon the assignment--about every employee, whether paid or unpaid.) IV, p. 11. (adapted)

Personnel identification

Information identifying a staff member, including such characteristics as name, social security number, sex, racial/ethnic background, school, position or activity allocation, etc. Project definition.

Total number of staff

When counting staff members for reporting or analysis, each staff member is counted as 1.0 individual. In this project, a staff member is never counted as a fraction of 1.0 regardless of the circumstances of his or her employment or assignment. The following are examples of some of the different ways of counting staff members (each counted as 1.0 whether full-time or part-time):

Number of staff members employed
Number of staff members assigned to teach
Number of staff members assigned to any other particular activity
Number of full-time staff members
Number of part-time staff members

IV, p. 87. (adapted)

Total number by staff characteristics

The actual number of individuals employed by an institution, and their characteristics of education, work experience, age, sex, race, etc. Staff includes all those who teach, supervise and/or administer the vocational program, as well as the clerical, secretarial, and custodial staffs. Project definition.

15 Post-School Outcomes

Completer/early leaver identification

A student who has terminated his vocational preparation in a curriculum prior to normal completion time but who has gained marketable skills and has been employed full-time in the field for which he has been trained. (U. S. Office of Education Form 346-3.) Also applies to students who withdraw from the curriculum and remain in school or withdraw from the curriculum and leave school without marketable skills, or students who withdraw from junior colleges, adult education programs, or other instructional programs prior to completion. Includes information such as name, address, curriculum enrollment, etc. Project definition.

Total number by post-school outcomes

Refers to the numbers of individuals who complete a module of instruction, a series of modules or a complete curriculum; also the jobs that they entered, salaries paid to them, rate of growth in initial job; also, the higher job secured by the employed worker as the outcome of vocational training, the increase in salary on the new job, the new title, etc. Project definition.

Post-school outcomes by curricula

Information concerning post-school outcomes reported by curricula. Includes such items as completion status, current employment status, current educational status, current salary or wage, job and/or school satisfaction, information on present employment and employer evaluation of job performance of vocational completers and early leavers. Project definition.

16 Entrance Requirements

Location of residence

Residence within a given school or curriculum service area. Any specific geographic area which is served by the school—and its physical relationship to other areas of the school district—should be described in the records of the school system and school. VI, p. 83.

Minimum technical competencies

The minimal education held by an enrollee which will allow him to participate in and make satisfactory progress in a vocational/technical curriculum. Refers generally to the skills of comprehension, mathematics and the sciences. Project definition.

Minimum physical abilities

The minimum physical abilities of an enrollee which will allow her or him to participate in and make satisfactory progress in a vocational/technical curriculum, i.e., an individual who has frequent epileptic seizures should not be enrolled in a carpentry and home building curriculum. Project definition.

Achievement in school work

The quality or achievement in general schoolwork or in specific portions of schoolwork, as indicated by performance in previous courses or classes. Any relevant area of schoolwork and level of performance should be specified. VI, p. 83.

Age

A specified minimum and/or maximum age of students. VI, p. 83. (adapted)

Court commitment

Commitment or assignment by a judge or court of law, including but not limited to a school located in a correctional institution or detention home. VI, p. 83.

Current employment

The nature of current employment, the course, class, or program of studies being available only to currently employed students to upgrade or update their occupational skills and knowledge. VI, p. 83. (adapted)

Employability at the completion of training

An estimate of the likelihood of employment for completers of a curriculum or any part of the curriculum, based upon the acquisition of manipulative skills and technical knowledge, also upon the economic conditions expected at the time of curriculum completion, and the requirements of employers for skilled workers. Project definition.

Grade or year standing

A given grade or year standing of students within the school. VI, p. 83. (adapted)

Payment of tuition and/or fee

The payment of tuition and/or fee upon entrance into school. Project definition.

Recommendation of teacher, counselor and/or principal

The recommendation of previous teachers, counselor, and/or principal. VI, p. 83. (adapted)

Special (or sepcific minimum) student ability, aptitude or interest

The special or specific minimum level of abilities, aptitudes, and interests, e.g., talent in manipulative skills, technical knowledge, mathematics or science. Any such requirement should be specified. VI, p. 83. (adapted)

Special student need

The special need of a student for instruction relating to possible employment. Any such need should be specified. VI, p. 83. (adapted)

Other requirements

Requirements for entrance other than those identified above, e.g., ancestry, occupation or employer of parents, previous attendance at an accredited school, and availability of transportation (including parental acceptance of responsibility of transportation). Any such requirement should be specified. VI, p. 83. (adapted)

No requirements

No entrance requirements exist, the course, class, program of studies, or activity being available to all students of the school. VI, p. 83. (adapted)

17 Student Personnel Services Available

Items under this heading may be used to describe aspects of student personnel services of the school or school system, such as guidance services, health services, psychological services, speech pathology and audiology services, and school attendance and social work or "visiting teacher" services. VI, p. 91. (adapted)

Educational counseling

A counseling process in which the student is assigned in planning and preparing for his immediate and future educational program. VI, p. 91. (adapted)

Career counseling

A counseling process in which the student is assisted in utilizing his aptitudes and abilities to develop realistic career plans. VI, p. 91. (adapted)

Personal/social counseling

A counseling process in which the student is helped to examine and explore matters of personal and/or social concern. VI, p. 91. (adapted)

Counseling with parents

A counseling process in which parents are helped to understand their children, to understand child-parent relationships, and to assist and plan with their children and teachers more effectively. VI, p. 91.

Consultant services to staff members

Services provided teachers and other staff members to enhance their knowledge and understanding of student and their effectiveness in working with students. VI, p. 91. (adapted)

Student appraisal services

Those activities having as their purpose an assessment of student characteristics, which are used in administration, instruction, and guidance, and which assist the student in assessing his purposes and progress in career development and personality development. Test records and materials used for student appraisal usually are included in each student's cumulative record. VI, p. 92. (adapted)

Information services

Activities organized for the dissemination of educational,occupational, and personal-social information to help acquaint students with the curriculum and with educational and vocational opportunities and requirements. Such information might be provided directly to students through activities such as group or individual guidance, or it might be provided indirectly to students, being distributed first to staff members or parents. VI, p. 92. (adapted)

Placement services

Activities organized to help place students in appropriate educational situations while they are in school, in appropriate part-time employment while they are in school, and in appropriate educational and occupational situations after they leave school, and to facilitate students' transition from one educational experience to another. This may include, for example, admissions counseling, referral services, assistance with records, and follow-up communications with employers concerning the performance of former students. VI, p. 92. (adapted)

Follow-up and evaluation services

Activities organized to determine what is happening to students while they are in school and after they have left school (either as graduates or dropouts) so that the instructional program (including the guidance services) may be examined in terms of its appropriateness and its effect on the lives of students. VI, p. 92. (adapted)

Financial aid

Activities intended to assist students in paying their educational expenses. Financial aid may take forms such as scholarships, fellowships, grants-in-aid, loans, employment, and cooperative housing. VI, p. 92. (adapted)

Nurse services

Noninstructional nursing activities, such as health inspection, treatment of minor injuries, and referrals for other health services. IV, p. 62. (adapted)

Provision of care of emergency illness and injury

Refers to the personnel employed, the facilities equipped for, and the transportation planned for meeting the emergencies in vocational education shops and laboratories. Includes emergency treatment for acid burns, injury from tools, etc. Project definition.

Health counseling for individual students

Services providing students with appropriate medical and dental counseling. Project definition.

Dental services

Activities associated with dental screening, dental care, and orthodontic activities. IV, p. 62.

Referral for diagnosis and/or treatment

Regularly established procedures for informing students about, and helping them obtain, diagnosis or treatment not provided by the school, or in some instances by the school system. VI, p. 92. (adapted)

Administration of psychological tests

Direction and management of psychological testing, including administration of standardized tests and inventories of ability, aptitude, achievement, interests, and personality. VI, p. 93. (adapted)

Interpretation of psychological tests

Analyzing the results of group and/or individual psychological tests in order to interpret students' intellectual, emotional, and social development. VI, p. 93. (adapted)

Psychological Counseling

A process that takes place when there is a relationship between a school psychologist or other qualified person as counselor and one or more students as counselees in which the students are helped to perceive, clarify, solve, and resolve problems of adjustment, interpersonal relationships, and the like. VI, p. 93. (adapted)

Speech pathology and audiology services

Speech pathology and audiology services include those activities which have as their purpose the identification, assessment, and treatment of children with impairments in speech, hearing, and language. The two service areas are interrelated. VI, p. 93.

18 Instructional Support Services Available

Items under this heading may be used to describe aspects of services which are provided for instructional staff members of the school or school system. Among these services are school library services, audio-visual services, instructional supervision services, and in-service education. VI, p. 93. (adapted)

School library services

School library services for instructional staff members include activities such as selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning the use of the library by teachers and other members of the instructional staff; and guiding instructional staff members in their use of library books and materials, whether maintained separately or as a part of an instructional materials center. Included are facilities for the library materials center and the related work-study areas, related equipment and supplies, and services provided by school library personnel. VI, p. 93.

Audio-visual services

Audio-visual services for instructional staff members include activities such as selecting, preparing, caring for, and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, and other similar materials, whether maintained separately or as a part of an instructional materials center. Included are facilities for the audio-visual center, TV studio, and related workstudy areas, related equipment and supplies, and services provided by audio-visual personnel. VI, p. 94.

Curriculum laboratory

The facility where special assistance is provided to members of the instructional staff in planning and preparing for instruction. Among materials usually available in a curriculum laboratory for reference and use are representative textbooks, curriculum guides, tests, and selected audio-visual equipment and supplies. VI, p. 94.

Instructional supervision services

Instructional supervision services of the school or school system include the activities by which central administrative personnel, principals, and/or supervisory personnel provide personal leadership, guidance, and expertness to members of the instructional staff for the purpose of improving instruction. Among services provided for individuals or groups are assistance with planning, assistance in understanding students, assistance with development of skills and/or techniques of instruction, assistance with research activities, and direction of inservice education activities. VI, p. 94. (adapted)

Provisions for inservice education

Inservice education for the instructional staff includes systematized activities promoted, directed, or approved by a school system or school that contribute to the professional or occupational growth and competence of members of the instructional staff during the time of their service to the school system or school. Among these activities are workshops, demonstrations, school visits, courses for college credit, sabbatical leaves, and travel leaves. VI, p. 94.

19 Research and Statistical Services Available

Items under this heading may be used to describe aspects of the research and statistical services of the school system or school. VI, p. 95. (adapted)

Research services

Activities organized to promote, facilitate, and conduct applied and/or basic research including statistical services, which frequently support various research activities, and data processing services. VI, p. 95. (adapted)

Evaluation services

Activities organized to assist faculty members in planning for the evaluation of curriculum or school practices with the purpose of improving the quality of such practices. Included are activities designed to plan for advancing the state-of-the-art of evaluation, e.g., the development of models and instruments for evaluation purposes. VI, p. 95.

Statistical services

Activities organized to assist staff members in the process of collecting, organizing, analyzing, and disseminating information about the educational system for purposes of comparison, determination of current status, and projection. This involves summarizing and analyzing information or data by hand methods, unit record equipment, electronic computers, and other means. VI, p. 95.

Other

Research and statistical services, other than those identified above which are provided by the school or school system. Any such service should be specified. VI, p. 95. (adapted)

20 Data Processing Services Available

Activities organized to assist staff members through the systematic collecting, processing, and reporting of various kinds of educational information. These services include the utilization of data processing techniques and its related processes to facilitate a data system of information collection, storage, and retrieval. They provide a means for relieving staff members of routine duties, and they provide management with information on which to base administrative decisions. These services also stimulate and provide data basic to the ongoing processes of research and analysis. VI, pp. 95 and 96. (adapted)

Attendance accounting

A process of maintaining systematic records of a student's school attendance. Project definition.

Class scheduling

Common usage.

Test scoring

Common usage.

Grade reporting

Common usage.

Other data processing services

Services such as master scheduling, class ranking, and preparation of mailing lists. Any such service should be specified. VI, p. 96. (adapted)

21 Community Services

Items under this heading may be used to describe activities outside the usual elementary, secondary, college, and adult edication programs which the school or school system provides on a continuing basis for the needs of the community as a whole or for some segment of the community. VI, p. 96.

Civic activities

Activities such as lectures, concerts, exhibitions, and seminars. VI, p. 96. (adapted)

Coordination with community agencies

The manner in which activities of the school system are coordinated with the activities of community agencies providing services related to the following: courts of law; employment agencies; health and welfare agencies; recreation agencies; other community agencies; and other community services. VI, p. 96. (adapted)

Identification of community needs

The needs of a community which reflect the various levels and desires of the several populations. Includes literacy training, adult basic education, hobby courses, vocational curriculums, vocational/technical courses and curriculums and general cultural courses and curriculums. Project definition.

Community welfare activities

Activities concerned with providing for the personal needs of individuals who have been designated as needy by an appropriate governmental entity. These activities include payment of stipends for school attendance; payment of salaries to students for work performed (whether for the LEA or for an outside concern), or provision of clothing, food, or other personal needs. IV, p. 71. (adapted)

22 Amount of School Funding

Dollar amount - federal funding

Revenue provided by the federal-government for activities at the LEA level. Expenditures made from this revenue should be identifiable as federally-supported expenditures. II, p. 51. (adapted)

Dollar amount - state funding

Revenue provided by the state government for educational activities at the LEA level. Expenditures from this revenue should be identifiable as state-supported expenditures. II, p. 51. (adapted)

Dollar amount - local funding

Revenue provided by the local government for educational activities at the local education agency level. Expenditures made from this revenue should be identifiable as locally-supported expenditures. II, p. 51. (adapted)

Dollar amount - private funding

Revenue provided for educational activities from private sources. Project definition.

Dollar amount - other funding

Revenue provided for educational activities by sources other than those above. II, p. 51. (adapted)

23 Funding Allocated to School

Dollar allocations by VEA funding categories

Part A Disadvantaged

STATE PROGRAMS

Part B1	Secondary
Part B2	Postsecondary
Part B3	Adult
Part B4A	Disadvantaged
Part B4B	Handicapped
Part B5	Construction
Part B6	Guidance and Counseling
Part B7	Contracted Instruction
Part B8	Ancillary Services

RESEARCH (STATE)

Part C1	Research Coordination
Part C2	New Grants
Part C3	Continuing Projects

EXEMPLARY (STATE)

Part D1	Disadvantaged
Part D2	Handicapped
Part D3	New Projects
Part D4	Continuing Projects

CONSUMER AND HOMEMAKING

Part F1	Depressed Areas
Part F2	Disadvantaged
Part F3	Handicapped
Part F4	Other

COOPERATIVE

Part G1	Employer Reimbursement
Part G2	Disadvantaged
Part G3	Handicapped
Part G4	Other

WORK STUDY

Part H1	Administration
Part H2A	Disadvantaged
Part H2B	Handicapped
Part H3	Other

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24 School's Total Expenditures for Vocational Education

By activities

The total expenditures for activities of an LEA classified into five broad areas or functions; Instruction, Supporting Services, Community Services, Nonprogrammed Charges and Debt Services. Project definition.

By assignment

Total expenditures by assignment (a specific group of activities for which a staff member has been given responsibility). IV, p. 100. (adapted)

By object

Object means the service or commodity obtained as the result of a specific expenditure. Seven major Object Expenditure categories are identified and described in this handbook: (1) Salaries, (2) Employee Benefits, (3) Purchased Services, (4) Supplies and Materials, (5) Capital Outlay, (6) Other Objects, and (7) Transfers. These broad categories are subdivided to obtain more detailed information about objects of expenditures . . . . II, p. 30. (adapted)

By source of funds as a cost center

Described in this dimension are the expenditures from various origins of revenue for a local LEA. Included are various sources from within a local LEA, from an intermediate unit, from the state, from the federal government, and from other sources. II, p. 51. (adapted)

By part of VEA as a cost center

Total expenditures by:

Part A Disadvantaged

STATE PROGRAMS

Part B1	Secondary
Part B2	Postsecondary
Part B3	Adult
Part B4A	Disadvantaged
Part B4B	Handicapped
Part B5	Construction
Part B6	Guidance and Counseling
Part B7	Contracted Instruction
Part B8	Ancillary Services

RESEARCH (STATE)

Part C1	Research Coordination
Part C2	New Grants
Part C3	Continuing Projects

EXEMPLARY (STATE)

Part D1	Disadvantaged
Part D2	Handicapped
Part D3	New Projects
Part D4	Continuing Projects

CONSUMER AND HOMEMAKING

Part F1	Depressed Areas
Part F2	Disadvantaged
Part F3	Handicapped
Part F4	Other

COOPERATIVE

Part G1	Employer Reimbursement
Part G2	Disadvantaged
Part G3	Handicapped
Part G4	Other

WORK STUDY

Part H1	Administration
Part H2A	Disadvantaged
Part H2B	Handicapped
Part H3	Other

By program level as a cost center

Total expenditures by vocational instructional curricula offered at the following levels: Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition

By program area as a cost center

Total expenditures by classification of occupational subject-matter, this includes seven major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Office Occupations, Technical Education, and Trade and Industrial Occupations. Project defintion.

25 School Expenditures by Curriculum for Vocational Education

By activities

The total expenditures for activities of an LEA classified into five broad areas or functions; Instruction, Supporting Services, Community Services, Nonprogrammed Charges and Debt Services. Project definition.

By assignment

Total expenditures by assignment (a specific group of activities for which a staff member has been given responsibility). IV, p. 100. (adapted)

By object

Object means the service or commodity obtained as the result of a specific expenditure. Seven major Object Expenditure categories are identified and described in this handbook: (1) Salaries, (2) Employee Benefits, (3) Purchased Services, (4) Supplies and Materials, (5) Capital Outlay, (6) Other Objects, and (7) Transfers. These broad categories are subdivided to obtain more detailed information about objects of expenditures . . . . II, p. 30. (adapted)

26 Unobligated School Allotments Carried Forward for Vocational Education

Dollar amount

In situations where the allocations of funds in a vocational enterprise are made on the basis of curriculums, unencumbered and/or unobligated funds usually revert to the original budgeting agency at the end of a fiscal budgeting period. Project definition.

27 School-Community Relations

Number of citizens by occupational level involved in vocational program planning

Total number of citizens who have been involved in committees or as volunteer workers in planning for the execution of a school project, i.e., building, curriculum change, tax issue, bond issue. VIII, p. 115. (adapted)

Number and frequency of involvement of community agencies, institutions and organizations in vocational program planning

The identification of agencies in the community (by name and number) that assist the school authorities, either formally or informally in short-range and long-range vocational education planning, i.e., the YMCA, Chamber of Commerce, Manufacturers' Association, Employers Association, Welfare Department, etc. Project definition.

Number of parents and other citizen volunteers

Total number of parents and other citizens who have performed a service without pay in behalf of the schools. VIII, p. 116. (adapted)

Percentage of students whose homes have been visited by school personnel during school year

Number of students whose homes are visited by school personnal in a given year, divided by the total number of homes represented by students in a school. VIII, p. 116. (adapted)

Number of community groups using school facilities

A count of the different community organizations and groups who have used school facilities over a given time. VIII, p. 116. (adapted)

Membership in parent organizations

The total number of parents who are members in good standing by virtue of paying dues for a given year to belong to such local school-connected organizations as the PTA, Fathers' Council, Parent Associations. VIII, p. 116. (adapted)

Percentage of parents in parent organizations

The number of PTA members divided by the total number of parents of students. VIII, p. 116. (adapted)

28 Cooperative Arrangements

Number of students dually enrolled

Information about any arrangement whereby a student regularly and concurrently attends two schools which share direction and control of his studies . . . . V, p. 74.

Number of students enrolled in school vocational program received from other school attendance areas

Refers to the numbers of students that regularly attend other schools, but travel to a vocational education center for specialized training in an occupation. Project definition.

Number of students concurrently enrolled in public postsecondary institutions

This is the total of all youth and adults who are enrolled in curriculums offered in the postsecondary institutions, i.e., aggregation of those enrolled in curriculums of adult education, college transfer, occupational education, literacy training, etc. Project definition.

Number of students concurrently enrolled in area vocational-technical schools

The aggregation of students from high schools, from the region served by the school, from the adult population and from all other sources who are enrolled full-time, part-time, for a course, for a series of courses, for apprenticeship training or for any other vocational program. Project definition.

Number of students concurrently enrolled in a service center

Refers to similar student populations as those enrolled in area vocational-technical schools. Project definition.

Number of students concurrently enrolled in proprietary postsecondary institutions

The aggregate of students enrolled in postsecondary institutions operated for profit, and shown by name of institution, purpose, and enrollments on part-time and full-time basis, i.e., private schools of welding, mechanical drafting, data processing, barbering, beauty culture, et al. Project definition.

Number of students enrolled in student work programs by type of program

A listing of the numbers of students engaged in cooperative vocational education curriculums, those engaged in work-study (subsistence) programs, those in apprenticeship and those in internship arrangements. Project definition.

Number of students enrolled in student work programs by type of industry

Refers to students listed by totals and by industry who are engaged in apprenticeship training, cooperative vocational education curriculums, internships, i.e., should not include work-study (subsistence) enrollments, since these students are generally not assigned to employers other than city, county, state, town, federal. Project definition.

Number of students enrolled in student work programs by type of occupation

Includes all students enrolled in any kind of work-study program, and refers specifically to the occupation (by code number and description) in which the enrollee is engaged. Project definition.

Number of students utilizing military training facilities

Number of students who receive their occupational preparation, updating and/or upgrading in facilities owned, leased, rented, or gratuitously supplied by the military. (Programs of occuaptional education are under public supervision and control, even though the facilities in which the instruction is provided may be under one of the foregoing arrangements.) Project definition.

Number of students utilizing the facilities of manpower skill centers

Refers to the use by the number of public school students, adults and others who receive their occupational education in a facility constructed with funds largely supplied under the authority of MDTA or CETA, and operated under the authority (usually joint) of the U. S. Labor Department and the local departments of education. Project definition.

Number of student-miles of school-provided transportation for off-site education

This is the actual number of miles traveled by school-owned vehicles in transporting students from their home schools and return for purposes of vocational education at a skill center, service center area vocational school, technical institute, et al. Project definition.

29 Vocational Curriculum Advisory Committees

Total membership

Refers to the number(s) of individuals that may be appointed or elected to serve on vocational education advisory committee(s) for a specific vocational curriculum(s). Project definition.

Membership by agency, institutional, or organizational representation

Refers to the business, industry, educational or governmental representation by which members of a vocational curriculum advisory committee are categorized. Project definition.

Average frequency of committee meetings

The number of times per school year that the curriculum advisory committee meets officially for the business purposes and deliberations of the committee. Project definition.

Methods used in selection of committee membership

The procedures used within a vocational education enterprise to select curriculum advisory committee members. May include selection by the instructors within a curriculum, appointment by a school director/president, or some other procedure involving election. Project definition.

Functions of committee(s)

Includes all of the responsibilities of a curriculum advisory committee, including such tasks of curriculum review, curriculum modernization, suggestions of new modules of instruction, suggestions of equipment to be acquired or retired from instructional service, placement of graduates. Project definition.

30 Vocational Program Advisory Committee(s)

Total membership

Includes all persons that have a role to play in the conduct of the advisory council or committee for the school vocational education program. List total number only. Project definition.

Membership by agency, institutional or organization representation

Refers to the identification by company, bank, firm, industry, governmental designation or others from whom members of the Program Advisory Committee are drawn. Project definition.

Frequency of committee meetings

The number of scheduled program advisory committee meetings held during the regular school year, at which time matters of vocational education importance and relevance are discussed. Project definition.

Methods used in selection of committee membership

Refers to the procedures used by the school to select members for assignment/invitation to the advisory committee. Includes such procedures as invitation by the school director/president, election, nomination to school head by department heads and instructors of the school, et al. Project definition.

Functions of committee

Refers to the broad school-wide functions of the program advisory committee. Includes consideration by the committee of such activities as student selection procedures, placement of graduates, projected building and equipment needs, expanded curriculum offerings, et al. Project definition.

31 Declared Intentions of the School Population

Number of students who at end of ninth grade declare intentions to enroll in vocational program

Common usage.

Number of students who at end of twelfth grade declare intentions to enroll in postsecondary vocational program

Common usage.

File 10: WHAT ARE THE LOCAL EDUCATION AGENCY CHARACTERISTICS?

01 Identification

Name

Any official name by which a school system or school is identified. VI, p. 59.

LEA code

The number or code used within the local school or school system. VI, p. 59. (adapted)

Geographic location

Any designation for geographical location by which a school system or school is identified, e.g., county, or political district. VI, p. 59. (adapted)

Type of district

A district organized and administered to provide education by districts, e.g., nonoperating, elementary only, secondary only, middle school only, elementary and secondary only (unified school district), secondary and community college; elementary, secondary and community college; vocational education; other. Project definition.

Congressional district(s)

The assigned number of the district, the location and area it comprises, and the total population that resides in the district. Project definition.

02 School(s) Operated

Number of schools

The actual number of schools of varying characteristics that are operated by a local education agency. Includes elementary, secondary, area or regional, postsecondary, adult or special schools. Project definition.

Name of school(s)

Any official name by which a school system or school is identified. VI, p. 59. (adapted)

School number/code

The number or code used within the local school or school system . . . . Any appropriate standard number or code for statewide or other use. VI, p. 59. (adapted)

Geographic location

Any designation for geographical location by which a school system or school is identified, e.g., county, or political district. VI, p. 59. (adapted)

Type of school organization (grade level)

The general type of school or other organizational arrangement providing instruction, e.g., preprimary school, primary school, intermediate elementary school, elementary school, junior high school, four-year high school, five or six-year high school, other secondary, junior/community college, technical institute, technical college, adult school or other adult education organization—or a more specific subdivision of one of these general categories. Project definition.

Type of school organization (program offerings)

The general type of organizational arrangement providing instruction by major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Office Occupations, Technical Education, and Trade and Industrial Occupations, college preparatory, general curriculum, other. Project definition.

03 Scope of Central Administration

The extent to which the administration of curriculums and instruction of the school system is centralized for an entire system or for a portion of the system. VI, p. 63.

Central administration for entire school system

Administration of curriculum and instructions centralized for the entire school system. VI, p. 63.

Administration for geographic areas

Administration of curriculums and instruction organized to provide for all schools, or all schools of a given type, located within the various geographic subdivisions of the entire area served by the school system. VI, p. 63.

Central administration for grade level and/or type of school

Administration of curriculums and instruction organized to provide for all the school system's instruction of a given level—e.g., elementary, secondary, or postsecondary instructional level—or for all the system's schools of a given type, e.g., elementary schools or secondary schools. VI, p. 63. (adapted)

Autonomous schools

A school system comprised of a number of schools which are basically independent or self-governing in terms of curriculums and instruction. VI, p. 63.

Single school

A school system comprised of a single school. VI, p. 63.

Other administrative arrangement

An arrangement other than those described above. Any such arrangement should be specified. VI, p. 63.

04 Control

The type of governmental agency or other agency having primary legal control of a school system or school. VI, p. 62.

Local education agency

Among types of governmental agencies having legal control of school systems and schools are the local education agency (sometimes referred to as the local basic administrative unit or local public school district) . . . VI, p. 62. (adapted)

City or municipal government

The program of a school system or school is under the control of a public agency, is supported primarily by public funds, and is operated by publicly elected or appointed school officials. Among types of governmental agencies having legal control of school systems and schools are the local education agency (sometimes referred to as the local basic administrative unit or local public school district), the city or municipal government, township government, county government, state government, and federal government. VI, p. 62. (adapted)

Township government

See definition above.

County government

See definition above.

Other local public agency

A local public agency not identified by definitions above and not a combination of any of these, e.g., a local public agency established to operate a program under specific federal legislation. VI, p. 62. (adapted)

State government

See definition of city or municipal government above.

Federal government

See definition of city or municipal government above.

Combination

A combination of public agencies identified above, e.g., a group of county school systems operating a junior college or an area vocational school. VI, p. 62. (adapted)

05 Organizational Structure of Vocational Education

Integrated with general education administration

Refers to the administrative structure of education in an agency which views all education as a whole, and does not separate the parts into discrete administrative units. For example, the secondary education program that is administered in all of its segments by a single administrative unit, responsible for academic, vocational, special and co-curricula/activities. Project definition.

Separate vocational education district with independent legal and financial status

Refers to an organizational structure which separates the vocational education activities (administration, supervision, finance and budgeting) from all other aspects of education. Depends upon a definition of "vocational education," as preparation for work immediately following the training period, or as preperation for higher technical education. In such an arrangement, the vocational education administration would report directly to the highest educational authority in the LEA, and not through established secondary, postsecondary, adult or special education administrators or supervisors. Responsibilities include employment of personnel, administration of the budget expenditures, planning and organization of curriculums, etc. Project definition.

Separate vocational education district with quasi-independent legal and financial status

Refers to an established administrative agency that separates the vocational activities from all other segments of the local educational programs(s), and manages the vocational education administration with personnel responsible to the established agency(ies). In this manner, the vocational education program maintains its identity, and plans its activities, curriculums and facilities, but clears all final decisions concerning funds, personnel, facilities, etc., through the established local agency head(s). Project definition.

06 Legal Power

Independent tax power

The privilege provided the vocational education authorities to levy taxes, within the limits established for it. Thus, in any given school year the vocational district may be empowered to levy a tax (of, i.e., 1/2 mil to 1 mil) not to exceed an amount that is legally determined by the town, city, county, state or other major unit of government. Project definition.

Independent bonding power

The right of a vocational education district to sell bonds up to a certain limit to finance, for example, the construction and/or equipping of a vocational education facility. The right to sell and the bonding limit is usually described in the legal procedure that created the vocational education district. Bonds are usually sold for the above purposes; bonds are almost never sold for annual recurring expenses for conducting vocational education. Project definition.

Independent contractual power

The right given to a vocational education district, under the law that created the district, to contract for a number of purposes. Includes such contracts as those that are concerned with employment of personnel, construction of facilities, provision of transportation for students, pro-rata charges to cooperating schools for the tuition of students, etc. Project definition.

07 Vocational Curricula Offerings

Curriculum identification

The identification by name and appropriate OE or DOT code number of the vocational/technical curriculums offered by the LEA in the school or schools under its jurisdiction. Project definition.

Total number by curriculum and instructional characteristics

Refers to the listing of all curriculums offered by the school(s) which prepare youth and adults for entrance into the labor market with skills directly associated with a definable occupation; also, curriculums that provide opportunities for adults to update and/or upgrade their skills and technical knowledge. Project definition.

08 LEAs (Districts) Served by LEA

Name of LEA (district)

Any official name by which a school system or school is identified. VI, p. 59. (adapted)

LEA code of participating districts

The number or code used within the local school or school system. VI, p. 59. (adapted)

09 Vocational Students Served by LEA

Average daily membership - vocational

The aggregate days membership of vocational education students in a given school during a given reporting period divided by the number of days school is in session during this period. Only days on which the students are under the guidance and direction of instructors should be considered as days in session. The reporting period is generally a given regular school term. The average daily membership for groups of schools having varying lengths of terms is the sum of the average daily memberships obtained for the individual schools. VI, p. 258. (adapted)

Average daily attendance - vocational

The aggregate days attendance of vocational education students in a given school during a given reporting period divided by the number of days school is in session during this period. Only days on which the students are under the guidance and direction of instructors should be considered as days in session. The reporting period is generally a given regular school term. The average daily attendance for groups of schools having varying lengths of terms is the sum of the average daily attendances obtained for the individual schools. VI, p. 258. (adapted)

Number of students received annually from other school districts

The total number of students that are served by the vocational education center. The total is the aggregate of those who maintain membership in other school districts, but who are served by the program of vocational education offered in an area school or center. Project definition.

Total number of withdrawals by type

Withdrawal information is information about students who withdraw from membership in a class, grade, or school by transferring, completing school work, discontinuing school work, or because of death. Such information should be recorded about all students who withdraw from membership, whether during the regular school term or between regular school terms. The date of withdrawal from membership is the first day after the date of last attendance, if known; otherwise, the date of withdrawal is considered to be the date on which it becomes known officially that the student left. V, p. 84. (adapted)

Number of students sent annually to other school districts

The actual total number of students that receive their vocational education preparation at other schools than those in the district where the students maintain membership, i.e., students that attend regional vocational agriculture center, or an area vocational school. Project definition.

Total number of vocational program applicants annually

Refers to the aggregate of applicants (qualified and not qualified) for admission to the curriculums offered by the school. Applicants should be categorized such that high school, postsecondary, adult, unclassified, special and other students are accounted for. Project definition.

Total number of vocational applicants denied by reason of denial

All of those applicants denied admission for lack of space in a chosen curriculum, lack of preparation in basic technical knowledge, age, filled quota from school, or other reasons. Project definition.

Total number by reason for early leave

Total number of students who have terminated training in a program prior to normal completion time but who have gained marketable skills and have been employed in the field for which trained; or, total number who withdraw from the curriculum and remain in school or withdraw from the curriculum and leave school without marketable skills, or students who withdraw from junior colleges, adult education programs, or other instructional programs prior to completion. Possible reasons for early leave, e.g., physical illness, academic difficulty, dislike of school experience, economic reasons, employment, marriage, etc. Project definition.

Total enrollment by student characteristics

Enrollment is a broad category which includes data about the students' entrance into the situation in which he receives instruction (e.g., school, class, and instruction by correspondence), about his membership (including attendance, absence, tardiness, and early departure), and about his withdrawal (including completion of school work, transfer, dropout, and death) . . . V, p. 68. (adapted)

Total vocational enrollments by curriculum and instructional characteristics

Describes the unduplicated head count of persons enrolled in the curriculums offered by the school. Includes those who are enrolled in in-school curriculums, those who participate on a cooperative (in-school and employment) basis, those assigned on an internship basis exterior to the school, all of which require different instructional procedures. Project definition.

Total vocational enrollment by program area

Refers to the enrollments by vocational areas of instruction. Each of the usual areas (trades and industries, health occupations, agriculture, distributive education, office business practices, technical education) would be shown as total enrollments, having aggregated the curriculums in the respective areas. Included in the enrollments would be the unduplicated head count of all that enroll and participate. Project definition.

Total vocational enrollment by program level

The total of the enrollments in vocational education programs conducted on the several levels by the local school. For example, sub-totals would be aggregated for enrollments in (a) the secondary level vocational education program, (b) the adult supplementary training program, (c) the postsecondary instruction conducted for former graduates of the secondary school, and (d) the special vocational education program for slow-learners, et al. Project definition.

10 Facilities of LEA Aggregated Across Schools

Facilities identification

The number of facilities used by administration and the designation of such facilities in terms of their names and uses. May include central offices, guidance facilities, vocational shops and laboratories, equipment garages, repair facilities, etc. Project definition.

Total number by property characteristics

Number of sites, buildings, supporting services sites, support services buildings, outdoor play areas, classrooms, laboratories/shop areas, etc. Project definition.

Cost by property characteristics

Costs of sites, school buildings, supporting services sites, classrooms, laboratories/shops, etc. Project definition.

11 Facilities of LEA (Administrative Offices)

Facilities identification

The number of facilities used by administration and the designation of such facilities in terms of their names and uses. May include central offices, guidance facilities, equipment garages, repair facilities, etc. Project definition.

Total number by property characterisitcs

Same as Section 10, above.

Cost by property characteristics

Same as Section 10, above.

12 Vocational Staff of LEA (District) (Aggregated Across Schools)

Staff identification

Information identifying staff members including such characteristics as name, social security number, sex, racial/ethnic background, school, position, activity allocation, etc. Project definition.

Total number by staff characteristics

The actual number of individuals employed by an institution, and their characteristics of education, work experience, age, sex, race, etc. Staff includes all those who teach, supervise, and/or who administer the vocational program, as well as the clerical, secretarial and custodial staffs. Project definition.

13 Vocational Staff of LEA (Administrative Office)

Staff Identification

Information identifying staff members including such characteristics as name, social security number, sex, racial/ethnic background, school, position or activity allocation, etc. Project definition.

Total number by staff characteristics

Same as Section 12, above.

14 Post-School Outcomes (Aggregated Across Schools)

Leaver identification

A student who has terminated his training in a program prior to normal completion time but who has gained marketable skills and has been employed full-time in the field for which he has been trained. (U. S. Office of Education Form 346-1.) Also applies to students who withdraw from the curriculum and remain in school or withdraw from the curriculum and leave school without marketable skills, or students who withdraw from junior colleges, adult education programs, or other instructional programs prior to completion. V. pp. 4-62, 63, 64. (adapted)

Total number by post-school outcomes

Refers to the number of identifiable outcomes of the instructional programs and includes the jobs that were entered, salaries paid, rate of growth in initial job; also, the higher job secured by the employed workers as an outcome of vocational preparation, the increase in salary on the new job, the new job title, etc. Project definition.

Post-school outcomes by curricula

Information concerning post-school outcomes reported by curricula, which includes such items as completion status, current employment status, current educational status, current salary or wage, job and/or school satisfaction, information on present employment, and employer evaluation of job performance of vocational completers and early leavers. Project definition.

15 School Characteristics

School identification

The name, school number/code, administrative unit, geographic location and congressional district used to identify the school. Project definition.

Total number by school characteristics

Number recorded by school characteristics, e.g., location of site, organization by grade level, organization by program offerings, school coverage, etc. Project definition.

16 Sources of Funding

Dollar amount - federal funds

Revenue provided by the federal government for vocational education activities at the LEA level. Expenditures made from this revenue should be identifiable as federally supported expenditures, even though state and local funds may be intermixed with the federal funds. II, p. 51. (adapted)

Dollar amount - state funds

Revenue provided by the state government for vocational education activities at the LEA level. Expenditures from this revenue should be identifiable as state-supported expenditures. II, p. 51. (adapted)

Dollar amount - local funds

Revenue provided by the local government for vocational education activities at the local education agency level. Expenditures made from this revenue should be identifiable as locally-supported expenditures. II, p. 51. (adapted)

17 Type(s) of Funding Allocated to LEA

Dollar allocations by vocational education act funding categories

Part A Disadvantaged

STATE PROGRAMS

Part B1	Secondary
Part B2	Postsecondary
Part B3	Adult
Part B4A	Disadvantaged
Part B4B	Handicapped
Part B5	Construction
Part B6	Guidance and Counseling
Part B7	Contracted Instruction
Part B8	Ancillary Services

RESEARCH (STATE)

Part C1	Research Coordination
Part C2	New Grants
Part C3	Continuing Projects

EXEMPLARY (STATE)

Part D1	Disadvantaged
Part D2	Handicapped
Part D3	New Projects
Part D4	Continuing Projects

CONSUMER AND HOMEMAKING

Part F1	Depressed Areas
Part F2	Disadvantaged
Part F3	Handicapped
Part F4	Other

COOPERATIVE

Part G1	Employer Reimbursement
Part G2	Disadvantaged
Part G3	Handicapped
Part G4	Other

WORK STUDY

Part H1	Administration
Part H2A	Disadvantaged
Part H2B	Handicapped
Part H3	Other

P. L. 90-576
Section 122, 132, 143, 151, 153, 161, and 182

18 LEA Expenditures

By activities

Expenditures by activities of a LEA classified into five broad areas of functions; Instruction, Supporting Services, Community Services, Nonprogrammed Charges and Debt Services . . . . II, p. 35. (adapted)

By assignment

Expenditures by assignment (a specific group of activities for which a staff member has been given responsibility). Project definition.

By object

Object means the service or commodity obtained as the result of a specific expenditure. Seven major object expenditure categories are identified and described: (1) Salaries, (2) Employee Benefits, (3) Purchased services, (4) Supplies and Materials, (5) Capital Outlay, (6) Other Objects, and (7) Transfers. These broad categories are subdivided to obtain more detailed information about objects of expenditures . . . . II, p. 30. (adapted)

By source of funds as a cost center

Described in this dimension are the various origins of revenue for a local LEA. Included are various sources from within a local LEA, from an intermediate unit, from the state, from the federal government, and from other sources. II, p. 51. (adapted)

By part of VEA as a cost center

Expenditures by:

Part A Disadvantaged

STATE PROGRAMS

Part B1	Secondary
Part B2	Postsecondary
Part B3	Adult
Part B4A	Disadvantaged
Part B4B	Handicapped
Part B5	Construction
Part B6	Guidance and Counseling
Part B7	Contracted Instruction
Part B8	Ancillary Services

RESEARCH (STATE)

Part C1	Research Coordination
Part C2	New Grants
Part C3	Continuing Projects

EXEMPLARY (STATE)

Part D1	Disadvantaged
Part D2	Handicapped
Part D3	New Projects
Part D4	Continuing Projects

CONSUMER AND HOMEMAKING

Part F1	Depressed Areas
Part F2	Disadvantaged
Part F3	Handicapped
Part F4	Other

COOPERATIVE

Part G1	Employer Reimbursement
Part G2	Disadvantaged
Part G3	Handicapped
Part G4	Other

WORK STUDY

Part H1	Administration
Part H2A	Disadvantaged
Part H2B	Handicapped
Part H3	Other

By program level as a cost center

Expenditures by vocational instructional curricula offered at the following levels: Elementary, Middle/Junior High, Secondary, Post-secondary, and Adult. Project definition.

By program area as a cost center

Expenditures by classification of vocational education subject-matter including major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Business and Office Occupations, Technical Education, and Trade and Industrial Education. Project definition.

19 LEA Total Expenditure

By activities

The total expenditures for activities of a LEA classified into five broad areas or functions; Instruction, Supporting Services, Community Services, Nonprogrammed Charges and Debt Services . . . . II, p. 35. (adapted)

By assignment

Total expenditures by assignment (a specific group of activities for which a staff member has been given responsibility). IV, p. 100. (adapted)

By object

Object means the service or commodity obtained as the result of a specific expenditure. Seven major object expenditure categories are identified and described in this handbook: (1) Salaries, (2) Employee Benefits, (3) Purchased Services, (4) Supplies and Materials, (5) Capital Outlay, (6) Other Objects, and (7) Transfers. These broad categories are subdivided to obtain more detailed information about objects of expenditures . . . . II, p. 30. (adapted)

By source of funds as a cost center

Described in this dimension are the various origins of revenue for a local LEA. Included are various sources from within a local LEA, from an intermediate unit, from the state, from the federal government, and from other sources. II, p. 51. (adapted)

By part of VEA as a cost center

Total expenditures by:

Part A Disadvantaged

STATE PROGRAMS

Part B1	Secondary
Part B2	Postsecondary
Part B3	Adult
Part B4A	Disadvantaged
Part B4B	Handicapped
Part B5	Construction
Part B6	Guidance and Counseling
Part B7	Contracted Instruction
Part B8	Ancillary Services

RESEARCH (STATE)

Part C1	Research Coordination
Part C2	New Grants
Part C3	Continuing Projects

EXEMPLARY (STATE)

Part D1	Disadvantaged
Part D2	Handicapped
Part D3	New Projects
Part D4	Continuing Projects

CONSUMER AND HOMEMAKING

Part F1	Depressed Areas
Part F2	Disadvantaged
Part F3	Handicapped
Part F4	Other

COOPERATIVE

Part G1	Employer Reimbursement
Part G2	Disadvantaged
Part G3	Handicapped
Part G4	Other

WORK STUDY

Part H1	Administration
Part H2A	Disadvantaged
Part H2B	Handicapped
Part H3	Other

By progral level as a cost center

Total expenditures by vocational instructional curricula offered at the following levels: Elementary, Middle/Junior High, Secondary, Postsecondary, and Adult. Project definition.

By program area as a cost center

Total expenditures by classification of vocational education subject-matter including major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Business and Office Occupations, Technical Education, and Trade and Industrial Education. Project definition.

20. LEA Expenditures by Curricula

By activities

The expenditures for activities of a LEA classified into five broad areas or functions; Instruction, Supporting Services, Community Services, Nonprogrammed Charges and Debt Services reported by curricula . . . . II, p. 35. (adapted)

By assignment

Expenditure by assignment to each curricula (a specific group of activities for which a staff member has been given responsibility). IV, p. 100. (adapted)

By object

Object means the service or commodity obtained as the result of a specific expenditure. Seven major object expenditure categories are identified and described in this handbook: (1) Salaries, (2) Employee Benefits, (3) Purchased Services, (4) Supplies and Materials, (5) Capital Outlay, (6) Other Objects, and (7) Transfers. These broad categories are subdivided to obtain more detailed information about objects of expenditures reported by curricula . . . . II, p. 30. (adapted)

By source of funds as a cost center

Described in this dimension are the expenditures for each curricula assigned from the various origins of revenue for a local LEA. Included are various soruces from within a local LEA, from an intermediate unit, from the state, from the federal government, and from other sources. II, p. 51. (adapted)

By part of VEA as a cost center

Expenditures by:

Part A Disadvantaged

STATE PROGRAMS

Part B1	Secondary
Part B2	Postsecondary
Part B3	Adult
Part B4A	Disadvantaged
Part B4B	Handicapped
Part B5	Construction
Part B6	Guidance and Counseling
Part B7	Contracted Instruction
Part B8	Ancillary Services

RESEARCH (STATE)

Part C1	Research Coordination
Part C2	New Grants
Part C3	Continuing Projects

EXEMPLARY (STATE)

Part D1	Disadvantaged
Part D2	Handicapped
Part D3	New Projects
Part D4	Continuing Projects

CONSUMER AND HOMEMAKING

Part F1	Depressed Areas
Part F2	Disadvantaged
Part F3	Handicapped
Part F4	Other

COOPERATIVE

Part G1	Employer Reimbursement
Part G2	Disadvantaged
Part G3	Handicapped
Part G4	Other

WORK STUDY

Part H1	Administration
Part H2A	Disadvantaged
Part H2B	Handicapped
Part H3	Other

By program level as a cost center

Expenditures by vocational instructional curricula, offered at the following levels: Elementary, Middle/Junior High, Secondary, Post-secondary, and Adult. Project definition.

By program area as a cost center

Expenditures by classification of vocational education subject-matter and curricula within the major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Business and Office Occupations, Technical Education, and Trade and Industrial Education. Project definition.

21 Unobligated Allotments Carried Forward

Dollar amounts

The action taken to carry forward into the next budgeting segment the allocations of funds in vocational education that were not encumbered or obligated. (Such funds usually revert to the original budgeting agency at the end of a fiscal budgeting period.) Project definition.

22 Community Relations

Number of citizens by type involved in vocational program planning

Total number of citizens (professional, technical, agriculture oriented, laborers, homemakers, etc.) who have been involved in committees or as volunteer workers in planning for the execution of a school project, i.e., building, curriculum change, tax issue, bond issue. VIII, p. 115. (adapted)

Average attendance at school board meetings

The total number of people attending board meetings over a given period of time divided by the number of board meetings for the same period. VIII, p. 115.

Average attendanct at vocational curriculum committee meetings

Total attendance at all regularly scheduled vocational curriculum education advisory or consulting committee meetings during the regular school year, divided by the number of meetings. Project definition.

Number of parents and other citizen volunteers

Total number of parents and other citizens who have performed a service without pay in behalf of the schools. VIII, p. 116. (adapted)

Percentage of students whose homes have been visited by school personnel during school year

Number of students whose homes are visited by school personnel in a given year, divided by the total number of homes represented by students in a school. VIII, p. 116. (adapted)

Number of groups using school facilities

A total count of the different community organizations and groups who have used school facilities over a given time. VIII, p. 116.

PTA membership

The total number of parents who are members in good standing by virtue of paying dues for a given year to belong to a local parent group or PTA unit. VIII, p. 116.

Percentage of parents in PTA

The number of parent group members or PTA members divided by the total number of parents of students. VIII, p. 116. (adapted)

Average length of service of school board members

Total years of service of all board members for a period, divided by the number of members for the same period. VIII, p. 114.

Average length of service of vocational personnel on school board

Total years of service of all vocational education personnel on the school board for a period, divided by the number of vocational personnel for the same period. Project definition.

Number of LEA staff on CETA local prime sponsor manpower advisory council

Refers to the number of LEA employees assigned to work as liaison persons on the advisory council organized for the local prime sponsor CETA agency. (Such assigned person or persons might be the local director of vocational education, the superintendent of schools, a community college dean or other.) Project definition.

23 Cooperative Arrangements

Number of students in secondary district concurrently enrolled in public (Proprietary) Postsecondary institutions

Refers to the actual number of individuals who regularly attend a secondary school in the district, and who are also enrolled in vocational education curriculums in either public or proprietary technical institutes, community colleges or other institutions in the district. (Such an arrangement enables the secondary school district to avail itself of the equipped laboratories and shops of the postsecondary institutions, and to broaden the secondary education program of offerings without additional construction and equipment costs.) Project definition.

Number of students in postsecondary district concurrently enrolled in area vocational-technical center

The actual number of postsecondary level students (from colleges, community colleges et al, generally) who enroll part-time in the area vocational-technical center in order to use the established laboratories and shops for vocational education purposes. (This eliminates some of the duplication of facilities that may occur when several levels of education construct and equip their own facilities.) Project definition.

Number of students enrolled in student work programs by type of program

A listing of the numbers of students engaged in cooperative vocational education, those engaged in work-study (subsistence) programs, those in apprenticeship and those in internship arrangements. Project definition.

Number of students enrolled in student work programs by type of industry

The students listed by totals and by industry who are engaged in apprenticeship training, cooperative vocational education internships. (Should not include work-study (subsistence) enrollments, since these students are generally not assigned to employers other than city, county, state, town, federal.) Project definition.

Number of students enrolled in student work programs by type of occupation

Includes all students enrolled in any kind of work-study program and refers specifically to the occupation by code number and description in which the enrollee is engaged. Project definition.

Number of students utilizing military training facilities

Numbers of students that receive their vocational preparation, updating and/or upgrading in facilities owned, leased, rented, or gratuitously supplied by the military. Program of vocational education are under public supervision and control, even though the facilities in which the instruction is provided may be under one of the foregoing arrangements. Project definition.

Number of students utilizing the facilities of manpower skill centers

The numbers of students (public school students, adults, and others) who receive their vocational education in facilities constructed with funds largely supplied under the authority of MDTA or CETA, and operated under the authority (usually joint) of the U. S. Labor Department and the local departments of education. Project definition.

Number of student-miles of school-provided transportation for off-site education

This is the actual number of miles traveled by school-owned vehicles in transporting students from their home schools and return for purposes of vocational education at institutions such as a skill center, service center, area vocational school, technical institute, et al. Project definition.

Number of CETA funded manpower enrollees in LEA vocational program by curricula

The enumeration of enrollees by curriculums that attend local vocational education facilities, and whose costs for vocational instruction is supported by federal funds made available through prime sponsor arrangements, under the provisions of the Comprehensive Employment and Training Act (CETA). These individuals attend the vocational school to acquire sufficient preparation to be employed at some definable job. Project definition.

Number of CETA manpower slots in LEA vocational program by curricula

Refers to the teaching, coordinating and supervisory positions supported by CETA funds that have been allocated to the local educational agency, identified by the curriculums offered by the LEA. Project definition.

24 School Advisory Committees (Aggregated Over Schools)

Total membership

Refers to the numbers of individuals that may be appointed or elected to serve on a school advisory committee (not to be confused with the vocational curriculum advisory committees in a school). Project definition.

Membership by agency, institutional, or organizational representation

Refers to the type of business, industry, educational, or governmental representation by which members of a school advisory committee are categorized. Project definition.

Average frequency of committee meetings

The number of times per school year that the school advisory committee meets officially for the business purposes and deliberations of the committee. Project definition.

Methods used in selection of committee membership

The procedures used within a vocational education school enterprise to select the school advisory committee members. May include nomination by the instructors, appointment by a school director/president, some procedure involving election, or some other procedure. Project definition.

Functions of committees

Includes all of the responsibilities of a school advisory committee, including such tasks as overall program review, curriculum modernization, suggestions for new modules of instruction, policy considerations, suggestions of equipment to be acquired or retired from instructional service, suggestions for extending services, etc. Project definition.

25 Advisory Committee

Total membership

Refers to the number of individuals that may be appointed or elected to serve on the advisory committee for a Local Educational Agency. Project definition.

Membership by agency, institutional, or organizational representation

Refers to the types of business, industry, educational, or governmental representation by which members of a district advisory committee are categorized. Project definition.

Frequency of committee meetings

The number of times per school year that the district advisory committee meets officially for the business purposes, policy-making and such deliberations of the committee. Project definition.

Methods used in selection of committee membership

The procedures used within a district to select district advisory committee members. May include nomination by faculty members, director or coordinator; appointment by director, superintendent or president; or some procedure involving election. Project definition.

Function of committee

Includes all of the responsibilities of a district advisory committee, including such tasks as analysis of trends, program review, curriculum modernization, suggestions for new modules of instruction, suggestions of equipment to be acquired or retired from instructional service, etc. Project definition.

File 11: WHAT ARE THE CHARACTERISTICS OF THE LOCAL EDUCATION AGENCY VOCATIONAL SERVICE AREA?

01 LEA Identification

LEA name

Any official name by which a school system or school is identified. VI, p. 59.(adapted)

LEA code

The number or code used within the local school or school system. VI, p. 59. (adapted)

02 Geographic Coverage

Nationwide

Common usage

Multi-state region

A unit composed of two or more geographic divisions. There are 4 regions, although for some purposes the Northeast and North Central Regions have been combined into the North Region. Census Users' Guide, Part I, p. 76. (adapted)

State economic area

These are single counties or groups of counties within a state which are relatively homogeneous with respect to economic and social characteristics. Boundaries are drawn in such a manner that each economic area has certain significant characteristics which distinguish it from adjoining areas. There are 509 State Economic Areas. Census Users' Guide, Part 1, p. 76. (adapted)

Economic subregion

The 121 ESR's are combinations of the 509 State Economic Areas, each grouping bringing together those State Economic Areas which are most closely related in terms of their economic and social characteristics. In order to achieve such homogeneity, state lines are frequently crossed. A three-digit numeric code is assigned to each Economic Subregion. Census Users' Guide, Part 1, p. 76. (adapted)

County

Counties are the primary political administrative divisions of the states, except in Louisiana where such divisions are called parishes, and in Alaska where 29 census divisions have been recently established as county equivalents. In 1960, census statistics for Alaska were shown for 24 election districts (reduced to 19 in 1961). Census Users' Guide, Part 1, p. 76.

Multi-county planning area

Planning areas established by state government, generally multi-county. Project definition.

School district

Tabulations of the census of governments recognize independent school districts; "dependent" school systems are regarded as agencies of other governments and are therefore excluded . . . . School districts are not recognized for regular tabulations of the 1970 Census of Population and Housing. Census Users' Guide, Part 1, p. 78. (adapted)

Special purpose district

Water Locations; Production Areas; Industrial Water-Use Regions; Fishing Regions; Petroleum Regions; Lumber Industry Regions; Regional Marketing Areas; and Oil and Gas Districts, etc. are examples of special purpose districts. Census Users' Guide, Part 1, p. 78. (adapted)

Minor civil division

These are the primary political and administrative subdivisions of a county; for example, towns, townships, precincts, magisterial districts, and gores. MCD tabulations are made for the census of population and housing. Each township or equivalent area (including census county divisions) is assigned a three-digit numeric code in alphabetic sequence within a county. Codes are not consecutive; gaps of five were allowed for addition of new units. In 1960, over 31,000 MCD's were recognized. Almost two-thirds of these were townships. Census Users' Guide, Part 1, p. 79.

Urban place

This designates all incorporated and unincorporated places of 2,500 or more. In 1960, towns in New England and townships in New Jersey and Pennsylvania, which contained no incorporated municipalities, had 25,000 or more inhabitants, or had from 2,500 to 25,000 inhabitants with a population density of 1,500 or more persons per square mile, were regarded as urban places; also included were counties in other states which contained no incorporated municipalities and had a density of 1,500 inhabitants or more per square mile. These special rules were not applied in the 1970 census. There were almost 5,500 urban places in 1960 and over 6,000 in 1970. Census Users' Guide, Part 1, p. 81. (adapted)

SMSA (Standard Metropolitan Statistical Area)

The primary criteria included for a SMSA: (1) a county containing a central city of 50,000 or more people or twin cities with a combined population in excess of 50,000; (2) additional contiguous counties if they are functionally integrated with the central county. Such counties may be across state lines from the state containing the central county. VIII, p. 122.(adapted)

Other

Geographic areas not specified above. Project definition.

03 General Population Characteristics of Service Area

Total population

The total population of a geographic area recognized in census tabulations comprises all persons enumerated whose usual place of residence at time of census was determined to be in that area.

Citizens of foreign countries temporarily visiting or traveling in the United States or living on the premises of an embassy, legation, etc., were not enumerated. Resident aliens were enumerated like other Americans. Census Users' Guide, Part 1, p. 93.

The total number of inhabitants who claim a given geographic area as their usual place of abode, including armed forces in residence and resident aliens, and not including transients or nonresident aliens. VIII, p. 96. (adapted)

Total population projection

Forecasted future population. Project definition.

Age-specific population

The number of persons in a specific age category. Age categories are usually single years of age or five-year age groups. VIII, p. 96. (adapted)

Age-specific population projection

Forecasted future age-specific population. Project definition.

Sex-specific population

The number of persons in a specific sex category. VIII, p. 96. (adapted)

Sex-specific population projection

Forecasted future sex-specific population. Project definition.

Age-sex-specific population

The number of persons in a specific age-sex category. Age categories are usually single years of age or five-year age groups. VIII, p. 96.

Age-sex-specific population projection

Forecasted future age-sex-specific population. Project definition.

Sex ratio

Sex ratio is calculated as the number of males per 100 females. Census Users' Guide, Part I, p. 95. (adapted)

Population increase (decrease)

The arithmetic difference between total populations for two dates. VIII, p. 96. (adapted)

Percentage annual increase (decrease)

The population increase or decrease divided by the mid-period population and divided by the number of years in the period with the result multiplied by 100. VIII, p. 96. (adapted)

Median age

The age figure which splits a frequency distribution of ages into two equal parts--one higher and one lower than the median. VIII, p. 96.

White population

All persons not classified as Negro or other races. The category includes mainly light-skinned Caucasians and persons of Mexican birth or ancestry. VIII, p. 96.

Black population

Includes persons who indicated their race as "Negro or Black." Also includes persons who indicated the "other race" category and furnished a written entry that should be classified as "Negro or Black." Census Users' Guide, Part I, p. 95. (adapted)

Indian population

Includes persons who indicated their race as Indian (American) or reported an Indian tribe. Census Users' Guide, Part I, p. 95. (adapted)

Other population

Includes persons who indicated the "other race" category and had a written entry that is not classified as another category. Census Users' Guide, Part I, p. 96. (adapted)

Foreign-born population

Includes all persons not classified as native. Census User's Guide, Part I, p. 96.
All persons born outside the United States, the Commonwealth of Puerto Rico, and other United States possessions and territories and with neither parent a native of the United States. VIII, p. 96.

Ratio of population ages 5-15 to population ages 16-64

Common usage.

Ratio of population under 18 and over 65 to population ages 18-64

Common usage.

Ratio of number of children ages 1-5 to number ages 10-14

Common usage.

Urban population

Generally, all persons residing in areas determined to be urbanized areas or in places of 2,500 or more outside urbanized areas. Census Users' Guide, Part I, p. 93.
All persons living in urbanized areas and in places of 2,500 inhabitants or more outside urbanized areas. VIII, p. 97.

Rural farm population

Rural population residing on farms, as ascertained from responses to a question on acreage and dollar sales of farm products. Census Users' Guide, Part I, p. 94.
All persons living in rural territory on places of 10 or more acres from which annual sales of farm products amount to at least $50 or on places of less than 10 acres from which annual sales of farm products amount to at least $250. VIII, p. 97.

Rural non-farm population

Population residing in rural territory but not on farms. Census Users' Guide, Part I, p. 94.
All persons living in rural territory not defined as farms. VIII, p. 97.

Percent change in urban population

Common usage.

Percent change in rural population

Common usage.

04 Vital Statistics

Annual births

The number of live births occurring during a calendar year. VIII, p. 100.

Crude birth rate

The number of births per 1000 population per year, operationally defined as the annual births divided by the mid-year population and the result multipled by 1000. VIII, p. 100.

Annual deaths

The number of deaths during a calendar year. VIII, p. 100

Crude death rate

The number of deaths per 1000 population per year, operationally defined as the annual deaths divided by the mid-year population and the result multipled by 1000. VIII, p. 100.

Annual infant deaths

Deaths to children under one year of age during a calendar year. VIII, p. 100.

Infant mortality rate

The number of infant deaths per 100 live births per year, operationally defined as the annual infant deaths divided by the annual births and the result multipled by 1000. VIII, p. 100.

Natural population increase (decrease)

The increase or decrease in population due to births and deaths but not migration, operationally defined as the annual births minus annual deaths. VIII, p. 100.

Age-specific birth rate

The number of births to women in a specified age category per 1000 women in that age category, operationally defined as births to women in a given age category divided by the mid-year population of women in that category and the result multipled by 1000. VIII, p. 100.

Age-specific death rate

The number of deaths during a calendar year per 1000 persons in a given age category at the time of death. VIII, p. 100.

Net migration

The difference between in-migration and out-migration during a specific time period, usually one year or longer, often operationally defined as the difference between the natural increase or decrease during a given period and the population increase or decrease for the same period. VIII, p. 100.

Annual divorces and annulments

The number of registered marriage dissolutions during the calendar year, including annulments. VIII, p. 100. (adapted)

Divorce and annulment rate

The annual number of divorces per 1000 population per year, operationally defined as the annual number of divorces divided by the mid-year population and the result multiplied by 1000. VIII, p. 101.

Annual suicides by age and socioeconomic characteristics

The number of suicides occurring in a given calendar year, classified by age and socioeconomic characteristics. VIII, p. 101. (adapted)

Delinquencies

The number of delinquent acts known to the police during a calendar year. VIII, p. 101.

Drug arrests of juveniles

The number of juveniles arrested on drug charges during a calendar year. VIII, p. 101.

05 Household Characteristics

Number of households

The number of household heads. VIII, p. 99.

Average size per household

The persons living in households divided by the number of households. VIII, p. 99. (adapted)

Percent of families which are husband-wife families

Common usage.

Percent of children under 18 living with both parents

Common usage.

Percent of families with members under 18 who have female heads

Common usage.

Percent of children under 18 living with their parents but the father is not present as the household head

Common usage.

Percent of families with member under 18 years of age

Common usage.

Percent of children under 18 in housing with one or more persons per room

Common usage.

Median persons per room

The total population divided by the total number of rooms in housing units. VIII, p. 99.

Percent of occupied housing units with 1.01 or more persons per room

Common usage.

Percent of rental housing with a monthly contract rent of $80 or less

Common usage.

Average value of owner-occupied housing

Common usage.

Percent of occupied housing units occupied by owner

The number of housing units occupied by the owner or co-owner, even if the housing unit is mortgaged or not fully paid for. VIII, p. 99. (adapted)

Percent of occupied housing that is black occupied

Percent of housing units occupied by blacks. Project definition.

Median family income

The family income figure which splits a frequency distribution of family incomes into two equal parts--one higher and one lower than the median. VIII, p. 96.

Percent of all families with income less than poverty level

Number of families with income under $3,000 divided by the total number of families with income. VIII, p. 97.

Number of families with children under 18 who have family income less than poverty level

Common usage.

Percent of all households with income less than poverty level

Common usage.

Percent of families with annual income of $10,000 or less

Common usage.

Percent of families with annual income in excess of $10,000

Common usage.

06 Employment Characteristics of Population

Civilian labor force

All persons employed or unemployed, but looking for work, excluding members of the armed forces. VIII, p. 105.

White civilian labor force by sex

Common usage.

Black civilian labor force by sex

Common usage.

Male civilian labor force by age

Common usage.

Female civilian labor force by age

Common usage.

Labor force participation rate by age, sex and/or race

Refers to the rate of entrance into the local labor force by individuals in the area, in terms of age, sex, and/or race. Project definition.

Unemployment rate by age, sex and/or race

Refers to the rate of individuals unemployed, grouped by age, sex, and/or race categories. Project definition.

Characteristics of the unemployed

Refers to all other characteristics than age, sex, race, color. Includes such characteristics as disadvantaged, handicapped, skilled or unskilled, etc. Project definition.

Employment by occupations

Refers to the occupations in a local administration area, as defined by OE code, DOT, or some other code; also, the approximate numbers in the area employed in each of the occupations. Such information is often compiled by the area Chamber of Commerce, manufacturers' association, employers association, employment security agency, et al. Project definition.

Average hours and earnings by industry

Refers to the average hourly/weekly/annual wage/salary dollars earned by employees, by industries. Also includes the average hours worked by employees in the local industry. Project definition.

Percentage change in occupational employment classifications over a specified number of years

The number of employed persons in a specific occupation as a percent of the number in that same occupation five years before. VIII, p. 106. (adapted)

Percentage change in industrial employment classification over a specified number of years

The percentage expression of the arithmetic difference between employment for two dates in each industry group represented in the community. VIII, p. 101. (adapted)

Mobility patterns of work force (geographic and occupational)

Refers to the extent in percents to which workers move into the area to work, others move out of the area to work, and the commuting patterns of workers to firms, industries, businesses in or out of the area. In a sense, the extent of worker mobility is a measure of the willingness of the population to adjust to changing economic growth or decline in an area. Project definition.

Employment by industrial grouping

Number of employed persons in each represented industry group. Major groups include agriculture, forestry, and fisheries; mining; construction; manufacturing; transportation, communication, and other utilities; wholesale and retail trade; finance, insurance and real estate; business and repair services; personal services; entertainment and recreation services; professional and related services; public administration; industry not reported. VIII, p. 105. (adapted)

07 Current Employment Opportunities

Job vacancies by occupations

Number of job openings by occupations. Project definition.

Job vacancies by industry

Number of job openings by industry. Project definition.

Indicators of labor supply by occupations

The information obtained from agencies which indicates the numbers of jobs that need applicants, the outputs of training agencies, the production of apprentices, etc. Project definition.

Names and addresses of firms by occupations

The aggregation of all employers of a stipulated number of workers (i.e., 5 or more) in the area, identified by OE occupational code, DOT, code, or some composite code. Firms should be listed by name and address. Project definition.

Names and addresses of firms by industry

The aggregation by industry (using code and description of the Department of Labor or other standardizing source) of the names and addresses of all firms in the area that employ a stipulated (i.e., 5) number of individuals. Project definition.

Hiring agents for significant occupations

Refers to the agencies that represent significant occupations, and who make the initial selection of individuals for employment in the occupations. For example, in some areas of the country labor unions identify the individuals to be employed. Project definition.

Typical job duties by specific occupations

Common usage.

Characteristics of worker customarily hired in the occupation

The age range of individuals that provide the services required; the skills that must be held by the workers, including both manipulative and technical skills; and other characteristics such as willingness to travel, or drive a vehicle, or work the late shift, etc. Project definition.

Licensure, credentials and certificate requirements for specific occupations

Includes the license that may be required under the law by local, state or national agency; includes also such specialized credentials or certificate as attest to teacher education courses, special workshops and seminars in procedures, years of actual participation in a particular occupation, ability to speak other languages, et al. Project definition.

Union affiliation by occupation

Refers to the type of union affiliations held by individuals, including those that describe card holders as journeymen, master mechanics, apprentices, organizer, delegate, and other. Project definition.

Apprenticeship opportunities by occupation

The extent expressed in percent of actually employed craftsmen that exists for individuals to be employed as apprentices within specific occupations. For example, one skilled craft may set the limits of employed apprentices as one per every ten journeymen mechanics; other occupations may set their limits on greater or lesser ratios. Project definition.

Training opportunities by industry

Concerns the actual listings by industry of the numbers and types of training opportunities provided by employers. This includes such training possibilities as internships, company apprenticeships, cooperative arrangements and on-the-job training. Project definition.

Listing of employers who conduct OJT

Refers specifically to organized programs of instruction of on-the-job training. These programs are partially subsidized by funds made available to the employer by the area and federal government under the authority of the CETA legislation and other Acts (Veteran Training, etc.). Project definition.

Employers who customarily hire workers from specific applicant groups

The listing of employers in an area that employ individuals with special competencies, or who are licensed for a specific occupation such as C.P.A.'s, licensed practical nurses, licensed cosmetologists, licensed plumbers, union carpenters, etc. Project definition.

Hiring channels customarily needed for specific occupations

Refers to the agencies through which individuals must be screened before they may be considered for employment. Includes such agencies as merit system, Civil Service, labor unions, _et al._ Project definition.

Hiring practices of significant employers

Significant employers refers to those that employ a large number of individuals, (i.e., 500 or more). The hiring practices may include such practices as counseling and aptitude testing, physical examinations, reference requirements, performance tests and federal clearance. Project definition.

Prevailing wage rates for selected occupations

Refers to the hourly, weekly, annual wage/salary rates paid to employees (on an average) in selected key occupations. For example, in a highly industrialized area, one of the key occupations might be the machinist, and his prevailing wage rate would be listed. Rates may be available from data assembled by the area industrial commission, the state development commission, the state labor department, the Employment Security Division, or some other such statewide agency. Project definition.

Geographic location of "Job Centers" and "Industry Centers"

These are the specific locations in the geographic area (described in terms of areas, counties, cities, or other discriminators) in which the largest numbers of employing industries are located, and within which the greatest numbers of individuals are employed. Generally refers to urban centers and the surrounding suburban fringes, but not restricted to such centers. Project definition.

Labor demand-supply relations for selected occupations

Refers to the relations between the needed number of individuals as employees in selected occupations, and the individuals available for employment in those occupations often expressed as a ratio.

08 Employment Prospects

Anticipated short-term (one year) labor demand by occupation

Refers to the immediate needs over a period of time (i.e., six months to a year) for individuals by occupations in the LEA labor market. For example, the need in an area served by a LEA may be for construction workers (steel-men, electricians, crane operators) on a new building to be completed within a year. Project definition.

Anticipated longer-term (five years) labor demand by occupation

Refers to the needs in a LEA for workers in established firms and/or occupations. For example, established hospitals in an LEA area might need a constant in-flow of such workers as the diet-kitchen help, licensed practical nurses, clerks, etc. Project definition.

Anticipated short-term (one year) labor supply by occupation

The projected and anticipated number of individuals that are available for immediate employment on a short-term basis in an LEA area. These may be unskilled individuals, the unemployed, those being prepared through the facilities of vocational schools, et al., categorized by occupation. Project definition.

Anticipated longer-term (five years) labor supply by occupation

Refers to the steady supply of workers for the economy over a long period of time, and generally for the established and growing industries, firms, businesses in an LEA area labor market. Generally refers to skilled workers such as tool and die makers, electronics' technicians, etc. Project definition.

Longer-term employment projections by industry

Projections concerned with the numbers of individuals by identifiable industries who are expected to be employed over a period of time generally longer than five years. Project definition.

Anticipated changes in typical job duties for selected occupations

Refers to anticipated changes in the skills and technical knowledges that will be needed by workers in selected occupations in the near future, and usually attributable to advancing technology, new products and processes. Project definition.

Anticipated changes in characteristics of "Worker Customarily Hired" in occupation

The concern with the changes anticipated in the personal competencies and physical characteristics needed in workers in occupations of the future. May include a declining need for muscular strength, possibilities of using female instead of male workers, possibilities of using handicapped workers, et al. Project definition.

09 Educational Characteristics

Median years schooling completed by race and sex

Common usage.

Number of male (female) population 25 and above graduated from college

Common usage.

Number of male (female) population 25 and above attended college but did not graduate

Common usage.

Number of male (female) population 25 and above that graduated from high school

Common usage.

Number of male (female) population and above that are not high school graduates

Common usage.

Number of male (female) population completing less than fifth grade

Common usage.

Public school enrollment, Grades K-8

Common usage.

Number of private schools, Grades K-8

Common usage.

Private school enrollment, Grades K-8

Common usage.

Public school enrollment, Grades 9-12

Common usage.

Number of private schools, Grades 9-12

Common usage.

Private school enrollment, Grades 9-12

Common usage.

Number of proprietary schools

Common usage.

Enrollment in proprietary schools

Common usage.

Number enrolled in community colleges per 1000 population ages 16-24

Common usage.

Number enrolled in senior colleges and universities per 1000 population ages 18-24

Common usage.

Number enrolled in community colleges per 100 high school graduates

Common usage.

Number of annual high school graduates enrolled in senior colleges

Common usage.

Number of annual high school graduates enrolled in community colleges and technical institutes

Common usage.

Number of annual high school graduates enrolled in trade, business nursing schools

Common usage.

Number of annual high school graduates who are gainfully employed

Common usage.

Number of enrollees in college transfer programs per 100 enrollees in community colleges

Common usage.

Number of enrollees in general education programs per 100 enrollees in community colleges

Common usage.

Number of enrollees in technical programs per 100 enrollees in community colleges

Common usage.

Number of enrollees in vocational programs per 100 enrollees in community colleges

Common usage.

Number of enrollees in adult basic education courses per 100 population ages 16-64

Common usage.

Number of males (females) 16-21 years old who are not enrolled in school per 100 males 16-21

Common usage.

Number of enrollees in secondary vocational education per 100 secondary enrollees

Common usage.

Number of males (females) 16-21 years old who are not high school graduates per 100 males 16-21

Common usage.

Number of males (female) 16-21 years old who are unemployed or not in labor force per 100 males not enrolled in school

Common usage.

10 General Economic Characteristics

Number employed and taxable payroll by industrial groups

Common usage.

Percentage change (in number employed) and taxable payroll for selected years

The percentage expression of the arithmetic difference between employment for two dates.
The percentage expression of the arithmetic difference between payrolls for two dates in each industry group represented in the community. VIII, pp. 101 & 102. (adapted)

Per capita income

Common usage.

Total bank deposits

Total of all time (savings) and demand (checking) account deposits. VIII, p. 103. (adapted)

Total bank loans

Common usage.

Percentage change in total bank deposits

The percentage expression of the arithmetic difference between bank deposits for two dates. VIII, p. 103. (adapted)

Number of commercial farms

The total number of operating units engaged in commercial agricultural production. VIII, p. 102. (adapted)

Value of farm products sold (including livestock)

An estimate based on actual sales data and estimates, made according to a formula, for all other unrecorded sales. VIII, p. 102. (adapted)

Number of farm operators working off farm more than 100 days

Common usage.

Average sales per farm

The total value of agricultural products (including livestock) divided by the total number of farms. VIII, p. 102.

Average value of farm

Total value of farms divided by the number of farms. VIII, p. 103.

Auto registration

The actual number of automobiles registered in the area served by the LEA. Includes all personal cars, business cars, trucks, vans, campers, etc. Project definition.

Truck registration

The actual number of registered vehicles described as "trucks." May include pick-up trucks, heavy duty trailer-trucks, vans, etc. Project definition.

Savings capital of savings and loan associations

Common usage.

Value added by manufacture

The difference between basic input costs for production of a good and the sale value of the finished commodity. VIII, p. 102. (adapted)

Value of minerals produced

The difference between receipts for minerals shipped and sold and costs of producing and initial processing of the mineral. VIII, p. 103.

Percentage change in value added by manufacture for selected years

The difference between basic input costs for production of a good and the sale value of the finished commodity expressed as a percentage and reported for selected years. VIII, p. 102.

Total retail sales

Total dollar value of sales. VIII, p. 102. (adapted)

Per capita retail sales

Retail sales volume divided by total population. VIII, p. 102.

Percentage change in total retail sales for selected years

The percentage expression of the arithmetic difference between total retail sales for two dates reported for selected years. Project definition.

Total dollar value wholesale sales

Total dollar value of wholesale sales by categories as given in the Standard Industrial Classification. VIII, p. 102. (adapted)

Percentage change in total dollar value wholesale sales for selected years

The percentage expression of the arithmetic difference between total wholesale sales for two dates reported for selected years. Project definition.

Building permits per year

The number of legal building permissions given by the appropriate local governmental agency during a year. VIII, p. 107.

Capital investment by industry group

Refers to the extent of dollar investment in site, building, equipment and materials by industrial classification within the region served by the LEA. Includes in the term "industry," such enterprises as agriculture, business, health-oriented occupations described as an industrial classification. Project definition.

II Economic Characteristics of Local Government

Local government annual revenue by source

Total local government receipts classified by source, the latter being most simply classified as property taxes, insurance trust revenue, utility revenue, intergovernmental revenue, changes and miscellaneous revenue, and other taxes. VIII, p. 104. (adapted)

Annual expenditures by expenditure categories

Total local government expenditures classified by category of expenditure (e.g., general fund, street construction, recreation, bond retirement, etc.). VIII, p. 104. (adapted)

Bonded indebtedness

The sum of bonded indebtedness and general obligation notes outstanding. VIII, p. 104.

Bonded indebtedness limit

The maximum total of bonded indebtedness allowable to a community as established by individual state statutes. VIII, p. 104.

Capital improvement budget

The sum of that set of items in the local government budget which result in capital improvements. VIII, p. 104. (adapted)

Total tax levies by types of taxes

A listing of all local taxes. Examples of local taxes include: income, property, admissions, motor vehicle. VIII, p. 104. (adapted)

Total property tax rates for specified school purposes

Where areas levy special taxes for school purposes, the total of the tax rate in percent identified for the area purposes (i.e., the percent of tax rate and the tax base used in computing the costs for construction, teacher salaries, etc.). Project definition.

Local government shares of state administered tax levies by types of taxes

That proportionate part of the total state tax levy that is allocated or returned to the local government, described in terms of the type of tax. May include taxes administered by the area on property, motor vehicles, liquor, gasoline, etc. Project definition.

Per capita bonded indebtedness

The total bonded indebtedness of the area served by the LEA divided by total population. VIII, p. 104. (adapted)

Ratio bonded indebtedness to bonded indebtedness limit

The ratio that is the relationship between the amount of bonded indebtedness of an area served by the LEA as compared to the established limit to bonded indebtedness. Project definition.

Total revenue from state sources

Local Government total revenue derived on an annual basis from state sources. Project definition.

Total revenue from federal sources

Local Government total revenue provided by the federal government on an annual basis. Project definition.

12 Revenue Base(s) for Public Education

Total assessed value of all property subject to taxation

Total assessed value of all property subject to taxation including real estate and sometimes personal property. VIII, p. 104.(adapted)

Percentage change in assessed valuation for selected years

The percentage expression of the arithmetic difference between assessed valuation for two dates. VIII, p. 104. (adapted)

Total assessed value of real (tangible personal) property

This is the aggregate of the sub-totals of assessed real (tangible, personal) property values supplied by the governmental units included in the Local Education Administrative area. In most cases, the LEA and the governmental unit will be identical re area. Project definition.

Official property assessment ratio

Refers to the official ratio of assessed to real value of property in a LEA unit. If more than one township is included in the LEA, the aggregate of the ratios should be reported. Project definition.

Property tax rate

Number of mils levied on each dollar of assessed valuation. Sometimes expressed as dollars per thousand. VIII, p. 104.

Total property tax levied for schools

This is the total number of tax levied dollars collected on properties, and specifically earmarked for school use. Project definition.

Ratio of total property taxes levied for schools to total property taxes levied for all purposes

Refers to the tax levies specifically earmarked for education, as compared with tax levies for all purposes. This ratio may not be obtainable in areas where property taxes are levied such that future uses of the dollars received as taxes are not known at the time of the levy. Project definition.

Value of tax exempt property

Valuation of all property in community not subject to property tax. VIII, p. 104.

Total local expenditures for public school education

Total local expenditures for education, including those for current operation and debt service. VIII, p. 104. (adpated)

Per capita local expenditure for public school education

Total local expenditures for public education in the local government unit divided by the total population in the government unit. Project definition.

Per capita state expenditure for public school education

Total state expenditures for public education in the local government unit divided by the total population in the government unit. Project definition.

Per capita federal expenditure for public school education

Total expenditures of the LEA unit for public education from federal sources divided by the total population in the area served by the LEA. Project definition.

13 Political Support for Public Education

Voter registration by party

The number of voters registered by the board of elections as members of each political party. VIII, p. 109.

Voter ratio

The total number of registered voters divided by the adult population (over 18, over 19, or over 21, depending on the state). VIII, p. 109.

Votes cast in last three local elections

The total number of votes cast in the last three local elections. VIII, p. 109. (adapted)

Votes cast in school operating levy (local elections) last three elections

The total number of votes cast in each of the past three school operating levy elections. VIII, p. 110.

Outcomes of local elections

Percentage of votes cast in favor of passage of bond referendums in the past three elections, and also in the passage of the requested operation and maintenance costs for the LEA. Project definition.

14 Vocational Training Resources

Number of training stations in business and industry

Refers to the actual number of training opportunities, by occupation, in businesses and industries in the area that provide the basis for the conduct of cooperative vocational education activities. May include opportunities in manufacturing, industries, hospitals, mercantile establishments, small businesses, hospitals, the military, et al. Project definition.

Number of training stations in civilian governmental agencies

The actual number of training stations, by occupation, that exist in city, town, regional, county, state and federal governmental agencies located in the region served by the LEA that may be utilized by vocational education agencies and others for cooperative training purposes, internships, on-the-job training, etc. Project definition.

Number of training stations in private agencies and organizations

Refers to training opportunities in private agencies other than industries, mercantile establishments, etc. Training opportunities may be those in foundation agency offices, private health organizations, social or civic associations, etc. Project definition.

Number of training stations in military installations

Refers to the number of training stations for civilians in the work of a military installation. Includes those in the field of the skilled crafts, health, business, etc. Project definition.

Number of training stations by prime sponsors under CETA

The aggregate of training opportunities by number and category reported by the prime sponsors (population areas of 100,000 or more) that have been so designated under the provisions of the Comprehensive Employment and Training Act (CETA). Project definition.

15 CETA Program Characteristics

Number of prime sponsors in service area

Refers to the provisions in CETA which identifies the number of prime sponsors as the governmental authorities under whose jurisdiction a program of comprehensive employment and training can be organized, and funded from federal/state sources. Prime sponsors may be city governments, state governments, consortiums of communities, et al., or any arrangement that produces a population base of 100,000 or more. Project definition.

Total amount of CETA Title I funds received by prime sponsors in service areas

Refers to the total amounts of CETA funds for Title I manpower training, that were made available to each of the prime sponsors in the area, aggregated. Project definition.

Amount of five percent supplemental vocational education funds received by prime sponsors in service area

Refers to the section in CETA which provides federal funds to prime sponsors for the purpose of underwriting the costs of operating vocational education curriculums authorized by the prime sponsors. The five percent refers to the five percent of the total amount of federal appropriation in a special segment of the CETA legislation (Title I) dealing with manpower training which was made available to the prime sponsors. Project definition.

Amount of five percent supplemental vocational education funds expended by local prime sponsors for public vocational education schools

Refers to the comparison expressed as a ratio between the amount of money expended for vocational education against the amount of money (CETA) made available. Project definition.

Amount of CETA Title I funds expended by local prime sponsors on public vocational education schools

Refers to the federal funds provided in Title I of CETA for manpower training, and utilized by the local prime sponsors for the support of public vocational education. At least five percent is allocated for the entire state, from the total allocated under the provisions of Title I, and each local prime sponsor would expend some part of the total state five percent allotment. Project definition.

File 12: WHAT ARE THE VOCATIONAL EDUCATION CHARACTERISTICS OF THE STATE EDUCATION AGENCY?

01 Identification

Name

Any appropriate standardized title for statewide or other use . . . . VI, p. 59. (adapted)

SEA code

Any appropriate standard number or code for statewide or other use. VI, p. 59. (adapted)

02 Total State Expenditure for Vocational Education

By activity

Activity means the action a person takes or the purpose for which a thing exists or is used. Included are the total state expenditures for vocational education activities or actions which are performed to accomplish the objectives of an enterprise. The activities of a LEA are classified into five broad areas or functions; Instruction, Supporting Services, Community Services, Nonprogrammed Charges and Debt Services . . . . II, p. 35. (adapted)

By object

Total state expenditures for vocational education by object where object means the service or commodity obtained as the result of a specific expenditure. Seven major Object expenditure categories are identified and described in this handbook: (1) Salaries, (2) Employee Benefits, (3) Purchased Services, (4) Supplies and Materials, (5) Capital Outlay, (6) Other Objects, and (7) Transfers. These broad categories are subdivided to obtain more detailed information about objects of expenditures . . . . II, p. 30.

By part of the VEA as a cost center

Total state expenditures for vocational education reported by:

Part A Disadvantaged

STATE PROGRAMS

Part B1	Secondary
Part B2	Postsecondary
Part B3	Adult
Part B4A	Disadvantaged
Part B4B	Handicapped
Part B5	Construction
Part B6	Guidance and Counseling
Part B7	Contracted Instruction
Part B8	Ancillary Services

RESEARCH (STATE)

Part C1	Research Coordination
Part C2	New Grants
Part C3	Continuing Projects

EXEMPLARY (STATE)

Part D1	Disadvantaged
Part D2	Handicapped
Part D3	New Projects
Part D4	Continuing Projects

CONSUMER AND HOMEMAKING

Part F1	Depressed Areas
Part F2	Disadvantaged
Part F3	Handicapped
Part F4	Other

COOPERATIVE

Part G1	Employer Reimbursement
Part G2	Disadvantaged
Part G3	Handicapped
Part G4	Other

WORK STUDY

Part H1	Administration
Part H2A	Disadvantaged
Part H2B	Handicapped
Part H3	Other

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By source of revenue as a cost center

Described in this dimension are the total state expenditures for vocational education from the various origins of revenue. Included are sources from the local government, the intermediate governmental units such as counties and boroughs, from the state, from the federal government, and from other sources. II, p. 51. (adapted)

By program area as a cost center

Total state expenditures for vocational education by classification of occupational subject-matter. This includes the major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Office Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

By program level as a cost center

Total state expenditures for vocational education by vocational instructional curricula which are offered at the following levels: Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

03 Total Local Education Agency Expenditure for Vocational Education Aggregated Across LEAs

By activity

Total local education agency expenditures for vocational education aggregated across LEAs reported by activity where activity means the action a person takes or the purpose for which a thing exists or is used. Included are the expenditures for activities or actions which are performed to accomplish the objectives of an enterprise. The activities of a LEA are classified into five broad areas or functions; Instruction, Supporting Services, Community Services, Nonprogrammed Charges and Debt Services. II, p. 35.

By assignment

Total local education agency expenditures for vocational education aggregated across LEAs and reported by assignment (a specific group of activities for which a staff member has been given responsibility). Project definition.

By object

Total local education agency expenditures for vocational education aggregated across LEAs and reported by object where object means the service or commodity obtained as the result of a specific expenditure. Seven major Object expenditure categories are identified and described in this handbook: (1) Salaries, (2) Employee Benefits, (3) Purchased Services, (4) Supplies and Materials, (5) Capital Outlay, (6) Other Objects, and (7) Transfers. These broad categories are subdivided to obtain more detailed information about objects of expenditures . . . . II, p. 30.

By part of the VEA as a cost center

Total local education agency expenditures for vocational education aggregated across LEAs and reported by:

Part A Disadvantaged

STATE PROGRAMS

Part B1	Secondary
Part B2	Postsecondary
Part B3	Adult
Part B4A	Disadvantaged
Part B4B	Handicapped

Part B5	Construction
Part B6	Guidance and Counseling
Part B7	Contracted Instruction
Part B8	Ancillary Services

RESEARCH (STATE)

Part C1	Research Coordination
Part C2	New Grants
Part C3	Continuing Projects

EXEMPLARY (STATE)

Part D1	Disadvantaged
Part D2	Handicapped
Part D3	New Projects
Part D4	Continuing Projects

CONSUMER AND HOMEMAKING

Part F1	Depressed Areas
Part F2	Disadvantaged
Part F3	Handicapped
Part F4	Other

COOPERATIVE

Part G1	Employer Reimbursement
Part G2	Disadvantaged
Part G3	Handicapped
Part G4	Other

WORK STUDY

Part H1	Administration
Part H2A	Disadvantaged
Part H2B	Handicapped
Part H3	Other

P.L. 90-576
Sections 122, 132, 143, 151 and 153, 161, 182

By program area as a cost center

Total local education agency expenditure for vocational education aggregated across LEAs and reported by classification of occupational subject-matter. This includes the major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Office Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

By program level as a cost center

Total local education agency expenditures for vocational education aggregated across LEAs and reported by vocational instructional curricula offered at the following levels: Elementary, Middle/Junior High, High School, Postsecondary and Adult. Project definition.

04 Total Local Education Agency Expenditure

By activity

Total local education agency expenditure for vocational education aggregated across curricula and reported by activity classified into five broad areas or functions; Instruction, Supporting Services, Community Services, Nonprogrammed Charges and Debt Services. Functions are further broken down into Subfunctions and Service Areas which are subsequently subdivided into Areas of Responsibility. II, p. 35.

By assignment

Total local educational agency education expenditures for vocational education by assignment and aggregated across curricula where assignment means a specific group of activities for which a staff member has been given responsibility. Project definition.

By object

Total local education agency expenditure for vocational education aggregated across curricula and reported by object where object means the service or commodity obtained as the result of a specific expenditure. Seven major Object expenditure categories are identified and described in this handbook: (1) Salaries, (2) Employee Benefits, (3) Purchased Services, (4) Supplies and Materials, (5) Capital Outlay, (6) Other Objects, and (7) Transfers. These broad categories are subdivided to obtain more detailed information about objects of expenditures. II, p. 30.

By parts of the VEA as a cost center

Total local education agency expenditure aggregated across curricula and reported by:

Part A Disadvantaged

STATE PROGRAMS

Part B1	Secondary
Part B2	Postsecondary
Part B3	Adult
Part B4A	Disadvantaged
Part B4B	Handicapped

Part B5	Construction
Part B6	Guidance and Counseling
Part B7	Contracted Instruction
Part B8	Ancillary Services

RESEARCH (STATE)

Part C1	Research Coordination
Part C2	New Grants
Part C3	Continuing Projects

EXEMPLARY (STATE)

Part D1	Disadvantaged
Part D2	Handicapped
Part D3	New Projects
Part D4	Continuing Projects

CONSUMER AND HOMEMAKING

Part F1	Depressed Areas
Part F2	Disadvantaged
Part F3	Handicapped
Part F4	Other

COOPERATIVE

Part G1	Employer Reimbursement
Part G2	Disadvantaged
Part G3	Handicapped
Part G4	Other

WORK STUDY

Part H1	Administration
Part H2A	Disadvantaged
Part H2B	Handicapped
Part H3	Other

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By source of funds as a cost center

Total local education agency expenditure for vocational education reported by source of funds and aggregated across curricula. Described in this dimension are the expenditures from various origins of revenue for a local LEA. Included are various sources from within a local LEA, from an intermediate unit, from the state, from the federal government, and from other sources. II, p. 51.

By program area as a cost center

Total local education agency expenditures aggregated across curricula and reported by classification of occupational subject-matter including seven major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Office Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

By program level as a cost center

Total local education agency expenditures aggregated across curricula. Vocational instructional curricula are offered at the following levels: Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

By school as a cost center

Total local education agency expenditures aggregated across curricula and reported by school. Project definition.

By LEA as a cost center

Total local education agency expenditures for vocational education aggregated across curricula and reported by LEA as a cost center. Project definition.

05 Total Vocational Education Revenue

From federal sources

Revenue provided by the federal government for activities at the LEA level. Expenditures made from this revenue should be identifiable as federally supported expenditures. II, p. 51.

From state sources

Revenue provided by the state government for educational activities at the LEA level. Expenditures from this revenue should be identifiable as state-supported expenditures. II, p. 51.

From local sources

Revenue provided by the local government for educational activities at the local education agency level. Expenditures made from this revenue should be identifiable as locally-supported expenditures. II, p. 51.

06 State Vocational Education Aids and Expenditures

Dollar expenditure by general-purpose flat grants

General purpose aids are allocated to boards of education with some instruction as to the use to be made of the funds. The local board of education is at liberty to use the funds for the general program of education. No exact purpose is specified in the legislation other than the requirement to use the money for providing a program of education in the community. NEFP, p. 138. (adapted)

Flat grant aids are usually allocated to all praticipating districts on an equal basis without regard to local financial ability. These aids are usually called matching or reimbursement and seek to raise the level of expenditures in all districts, both rich and poor. NEFP, Part 1, Appendix C, p. 137. (adapted)

Dollar expenditure by general-purpose equalizing grants

General purpose aids are allocated to boards of education with very little instruction as to the use to be made of the funds. The local board of education is at liberty to use the funds for the legislation other than the requirement to use the money for providing a program of education in the community. NEFP, p. 138. (adapted)

Equalizing aids are distributed by formulas and procedures giving recognition to local financial ability, and seek to raise the level of expenditures for education in the less wealthy districts while providing proportionately greater financial assistance to the less wealthy districts. NEFP, Part 1, p. 137. (adapted)

Dollar expenditure by special-purpose flat grants

Special purpose aids are approved by laws which indicate the exact purpose for which the money is provided. Funds may be allocated to local school boards to help with expenditures for transportation, for the physically handicapped children, for rehabilitation of school buildings, for adult education, for textbooks, for health services, and for school lunches. NEFP, p. 139. (adapted)

Flat grant aids are usually allocated to all participating districts on an equal basis without regard to local financial ability. These aids are usually called matching or reimbursement and seek to raise the level of expenditures in all, districts, both rich and poor. NEFP, Part 1, Appendix C, p. 137. (adapted)

Dollar expenditure by special-purpose equalizing grants

Special purpose aids are approved by laws which indicate the exact purpose for which the money is provided. Funds may be allocated to local school boards to help with such expenditures as transportation, for the physically handicapped children, for rehabilitation of school buildings, for adult education, for textbooks, for health services, and for school lunches. NEFP, p. 139. (adapted)

Equalizing aids are distributed by formulas and procedures giving recognition to local financial ability and seek to raise the level of expenditures for education in the less wealthy districts while providing proportionately greater financial assistance to the less wealthy districts. NEFP, Part 1, p. 137. (adapted)

07 Method for Distribution of Part B VEA Funds to Local Education Agencies

Mathematical equalization formula

Refers to the formula which is described in the Annual State Plan for Vocational Education, and which has in its several parts the number of students attending school (part-time and/or full-time) the overall state average of expenditures/student, the ability of a school district to support education in the public schools, and other characteristics. Project definition.

Competitive project selection

Refers to the procedures used in a state to open up for competitive bidding among school districts, sums of money to be used in promulgating, inaugurating and conducting exemplary projects and/or research projects. May include projects in Curriculum, Studies of Supervision and Administration, Career Education and its evaluation, and similar areas of urgent concern to the State administration. Project definition.

Administrative discretion

Refers to the allocation of sums of money to school districts, based purely upon the discretion of the vocational education administration in a state. Might include any research, demonstration or exemplary project for which a school district has the special competencies to carry through, or might be a project that would serve to equalize educational opportunities for youth and/or adults on some other project that in the supervisory judgment of state administration appears to be necessary. Project definition.

Combination

Concerns the allocation of funds to a school district, based upon a combination of criteria which includes a mathematical equalization formula, open competitive bidding for the project, money by school districts, and the weight of administrative discretion. Project definition.

Other

Any other procedure that might be used to distribute Part B Vocational Education funds to local administrative units. Project definition.

08 Criteria Used by the State in the Distribution of Part B VEA Funds

Manpower needs and job opportunities

Refers to the use of manpower data generally available through the U. S. Bureau of Labor Statistics, the Employment Security Agency and other local producers of data. Such data which describes the number of jobs that need skilled workers, and characteristics related to manpower would be included in the supporting documentation accompanying the request for funds from the state administration, and would be among the criteria used to determine the efficacy of school system allocations and grants. Project definition.

Difference in vocational education needs

Based upon the needs of one school district compared to other school districts, and in an effort to equalize vocational educational opportunity for youth and adults, the differences would be considered among the discrete criteria in the allocation of VEA Part B funds, either by formula or by discretionary grants. Project definition.

Relative ability to provide resources

Refers to the ability of a school district to tax itself as compared to the state as a whole, in order to conduct its educational program of vocations at a predetermined level, such a level being that selected by state administration. Thus, those school districts that do not have sufficient resources to provide broad programs of vocational education for youth and adults would receive a weighted advantage over other school systems. Project definition.

Relative costs of programs, services and activities

Costs in the larger urban centers tend to be higher, particularly in the matter of personnel costs. Hence, a criterion which recognizes the differences in costs between school systems, for fundamental services and activities would produce a weighted advantage for those school systems requiring such consideration. Relative cost is expressed as a ratio of the LEAs to the state as a whole. Project definition.

Vocational staff characteristics

Individuals employed by an institution, and their characteristics of education, work experience, age, sex, race, etc. Staff includes all those that teach, supervise and/or administer the vocational program as well as the clerical and secretarial staff, and the custodial staff. Project definition.

Student enrollment

Enrollment is a broad category which includes data about the student's entrance into the situation in which he will receive instruction (e.g., school, class, and instruction by correspondence), about his membership (including attendance, absence, tardiness, and early departure), and about his withdrawal (including completion of school work, transfer, dropout, and death). Some State Laws require the maintenance of this data not only for students actually enrolled in a public school, but for all students, public or private. V, pp. 4-44.

Others

Other criteria that might affect funding patterns could produce weighted advantages for particular school systems. Included would be consideration of the number of faculty who are at the top of the salary structure, the age and condition of buildings, the quantity and quality of the shop and lab equipment, etc. Project definition.

09 Relative Weight Given to Criteria Used in State Distribution of Part B VEA Funds

Distribution of criteria

The criteria used by a state vocational education administration in making allocations of VEA Part B funds to a school system. Would include all criteria that are usually published in the annual State Plan of a state plus any other criteria unique to the state, its regions, school systems or other. Project definition.

Relative weight assigned each criteria

Refers to the weighting process utilized by state administration in applying its own judgments and weights to the criteria used to determine VEA - Part B funding patterns for the school districts. Project definition.

10 Basis for State Distribution of VEA Funds

Reimbursement for incurred costs

Common usage.

Reimbursement for anticipated costs

Common usage.

Other

Common usage.

11 Total Statewide Enrollment in Vocational Education

By curriculum characteristics

Refers to the number of individuals in an ADM or ADA basis (or both) that are enrolled in curriculums conducted in all of the school districts in a state. Curriculums may include diploma, degree, or certificate curriculums, also curriculums of shorter duration for part-time, special or emergency purposes. Wherever possible, the curriculums coded by OE codes (or some other satisfactory code) would be recorded along with the actual numbers enrolled in each. Project definition.

By student characteristics

Enrollment is a broad category which includes data about the student's entrance into the situation in which he will receive instruction (e.g., school, class, and instruction by correspondence), about his membership (including attendance, absence, tardiness, and early departure), and about his withdrawal (including completion of school work, transfer, dropout, and death). Some State laws require the maintenance of this data not only for students actually enrolled in a public school, but for all students, public or private. V, pp. 4-44.

By program area

The classification of occupational subject-matter includes the major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Office Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

By program level

Vocational instruction curricula are offered at the following levels: Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

12 Total Enrollment in Vocational Education

By LEA (public school)

Total enrollment in the public schools for all curricula classified as vocational education and reported by LEA. (A term used synonymously with the term "local basic administrative unit." An administrative unit at the local level which exists primarily to operate public schools or to contract for public school services. Normally, taxes can be levied by such units for school purposes. These units may or may not be coterminous with county, city or town boundaries. This term is used synonymously with the terms "school district" and "local education agency.") VI, p. 262. (adapted)

By private school

Total enrollment in the private schools for all curricula classified as vocational education and reported by each private school. (A school established by an agency other than the state, subdivisions of the state, or the federal government, or established by an individual, which usually is supported primarily by other than public funds, and the operation of whose program rests with other than publicly elected or appointed officials.) VI, p. 264. (adapted)

By public school

Total enrollment in the public schools for curricula classified as vocational education and reported by each public school. (A school operated by publicly elected or appointed school officials in which the program and activities are under the control of these officials and which is supported primarily by public funds.) VI, p. 264. (adapted)

13 Per Pupil Expenditure in Vocational Education

Total statewide

The system which encompasses all educational activities within a state. VII, p. 153.

By parts of VEA

Part A Disadvantaged

STATE PROGRAMS

Part B1	Secondary
Part B2	Postsecondary
Part B3	Adult
Part B4A	Disadvantaged
Part B4B	Handicapped
Part B5	Construction
Part B6	Guidance and Counseling
Part B7	Contracted Instruction
Part B8	Ancillary Services

RESEARCH (STATE)

Part C1	Research Coordination
Part C2	New Grants
Part C3	Continuing Projects

EXEMPLARY (STATE)

Part D1	Disadvantaged
Part D2	Handicapped
Part D3	New Projects
Part D4	Continuing Projects

CONSUMER AND HOMEMAKING

Part F1	Depressed Areas
Part F2	Disadvantaged
Part F3	Handicapped
Part F4	Other

COOPERATIVE

Part G1	Employer Reimbursement
Part G2	Disadvantaged
Part G3	Handicapped
Part G4	Other

WORK STUDY

Part H1	Administration
Part H2A	Disadvantaged
Part H2B	Handicapped
Part H3	Other

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By program level

Vocational instructional curricula are offered at the following levels: Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

By program area

The classification of occupational subject-matter includes the major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Office Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

By sources of funds

Described in this dimension are the various origins of revenue . . . . Included are sources from the local government, the intermediate governmental units such as counties and boroughs . . . , from the state, from the federal government, and from other sources. II, p. 51. (adapted)

By LEA

A term used synonymously with the term "local basic administrative unit." An administrative unit at the local level which exists primarily to operate public schools or to contract for public school services. Normally, taxes can be levied by such units for school purposes. These units may or may not be coterminous with county, city or town boundaries. This term is used synonymously with the terms "school district" and "local education agency." VI, p. 262.

14 Total Number of Statewide Vocational Program Completers/Early Leavers

Number of curriculum completers by curriculum

The actual number of those individuals that complete part or all of a curriculum and who move out into the labor market, or on to higher education. Thus, all who achieve what it was their intent to complete in a vocational education program would be recorded as completers of a curriculum, whether it yielded a degree, diploma, certificate or any other indication of completion. Numbers of completers, by OE code of curriculum (or part thereof) would be recorded. Project definition.

Number of early leavers by curriculum

Those that do not complete a full curriculum but do complete a part thereof that represents adequate preparation or re-preparation for a definable job or occupation, or for preparation for an institution of higher education. Project definition.

Number by reason for early leave by curriculum

The numbers of early leavers by curriculum (and OE code, if possible) that aggregate in a state, with the reasons given for leaving. Such reasons might include pregnancy, going into employment, going into the military, death, marriage, et al. Project definition.

15 Vocational Education Staff

Staff identification

Information identifying a staff member including such characteristics as name, social security number, sex, racial/ethnic background, school, position or activity allocation, etc. Project definition.

Total number

When counting staff members for reporting or analysis, each staff member is counted as 1.0 individual. In this project, a staff member is never counted as a fraction of 1.0 regardless of the circumstances of his or her employment or assignment. The following are examples of some of the different ways of counting staff members (each counted as 1.0 whether full-time or part-time):

Number of staff members employed
Number of staff members assigned to teach
Number of staff members assigned to any other particular activity
Number of full-time staff members
Number of part-time staff members

IV, p. 87.

Total number by staff characteristics

The actual number of individuals employed by an institution, and their characteristics of education work experience, age, sex, race, etc. Staff includes all those that teach, supervise and/or administer the vocational program as well as the clerical and secretarial staff, and the custodial staff. Project definition.

16 Statewide Vocational Curricula Offerings

Total number by curricula characteristics

Total number of statewide offerings recorded by curricular characteristics such as program area, program level, curriculum title. Project definition.

17 Vocational Property

Property identification

Information on property of the SEA including location and use area, number and type of buildings, etc. Project definition.

Total cost by property characteristics

Cost of site, buildings, and equipment used for vocational purposes. Project definition.

Total number by property characteristics

Number of sites, buildings, and equipment used for vocational purposes. Project definition.

18 Vocational Student Post-School Outcomes

Number employed in state

Common usage.

Total number by post-school outcomes

Total number reported by post-school outcomes includes such items as completion status, current employment status, current educational status, current salary or wage, job and/or school satisfaction, information on present employment, and employer evaluation of job performance of vocational completers and early leavers. Project definition.

Post-school outcomes by curriculum

Refers to the outcomes by classification on number that accrue to completers of vocational education curriculums, modules of the curriculum or a series of modules. Outcomes include such classification as entering employment, continuing on in the full-time school, and acquiring higher salary or job status. Project definition.

Post-school outcomes reported by LEA

Information concerning post-school outcomes includes such items as completion status, current employment status, current educational status, current salary or wage, job and/or school satisfaction, information on present employment, and employer evaluation of job performance of vocational completers and early leavers reported by LEA. Project definition.

19 Statewide LEA Information

LEA identification

Refers to the special organizational structure on the local level that is responsible for the conduct of education for a school district, a region, a county or a consortium of school districts. Project definition.

Total number of LEAs by LEA characteristics

The total of the local agencies that conduct education in the cities, counties, towns and districts in terms of geographic location, numbers of schools operated, type of local government, legal status and other such characteristics. Project definition.

LEA characteristics by substate areas

Refers to those characteristics of an LEA which distinguish it in relation to substate areas. Such characteristics as may be involved include geographical area and population, type of governmental structure, congressional district, legal and financial status, et al. Project definition.

File 13: WHAT ARE THE STATE EDUCATION AGENCY VOCATIONAL EXPENDITURES BY ACTIVITIES?

01 Identification

Name

Any appropriate standardized title for statewide or other use. VI, p. 59. (adapted)

SEA code

Any appropriate standard number or code for statewide or other use. VI, p. 59. (adapted)

02 General Management

This major function consists of those activities which have as their purpose the general regulation, direction, execution, and control of the affairs of the State Department of Education which are departmentwide and not confined to any one organizational unit within the department. VII, p. 87.

Agencywide policy development activities

Expenditures for policy formulation which takes place at the level of the chief executive officer. Part of this policy relates directly to the internal operation of the department for which he is responsible. Other policy may be developed at the executive level to be submitted in turn to a State board for final adoption. VII, p. 87. (adapted)

Agencywide policy implementation activities

Expenditures for the carrying out, either directly or by delegated authority, of those policies which have been developed and adopted. VII, p. 87. (adapted)

Internal agency coordination activities

Expenditures for the establishment and maintenance of communication channels and accord among the several organizational units within the department. Organizational patterns vary widely among the several State departments of education. Regardless of the organizational pattern, however, it is essential that personnel in each organizational unit know what is happening in other units in order that all may be working toward the implementation of those policies which have been developed and adopted. VII, p. 87. (adapted)

Coordination with other state agencies activities

Expenditures for the establishment and maintenance of communication channels with other State agencies.

As a part of the State governmental complex, the State Department of Education does not exist in isolation. It is necessary to constantly coordinate planning and activities with other State agencies, especially those which have some bearing either directly or indirectly, upon the vocational educational program of the State. VII, p. 88. (adapted)

Coordination with nongovernmental agencies activities

Expenditures for the establishment and maintenance of communication channels with nongovernmental agencies.

Coordination with agencies and organizations outside the government is an essential activity. This activity should include communication and cooperation with such organizations as community action groups, parent-teacher associations, State taxpayers' association, State school board association, and State teachers' association. VII, p. 88. (adapted)

Interstate agency relations activities

Expenditures for those activities pertaining to communication and coordination with the State education agencies in other States, for purposes such as joint curriculum development projects and professional development. VII, p. 88. (adapted)

Agency federal relations activities

Expenditures for those essential activities pertaining to communication and coordination with the Federal Government regarding such matters as priorities in vocational education, research activities, funded programs, and statistical reporting. VII, p. 88. (adapted)

Agency local relations activities

Expenditures for those executive level activities which have as their objective better rapport between the State and local educational levels. These activities are not in any way limited to the regulatory functions of the State Department of Education as required by law, but could include the development of vocational education to facilitate state priorities, research, exemplary projects, etc. VII, p. 88. (adapted)

Agency public relations activities

Expenditures for activities concerned with establishing, maintaining, and improving the relations among various elements of the State educational system, and between the educational system and its environment, through personal contact and the use of all information media. VII, p. 88. (adapted)

Agency human rights activities

Expenditures for those activities directed toward the elimination of want, religious discrimination and racial discrimination, and the furtherance of equal educational and employment opportunities. VII, p. 88. (adapted)

Agency legislative liaison activities

Expenditures for coordination with the State legislature in the preparation of educational legislation, providing information to legislative committees and members, and testifying before such committees. Many of these same categories of activities would apply to coordination with Congress at the Federal level. VII, p. 88. (adapted)

Agency personnel negotiations activities

Expenditures for those activities by which the chief executive, when authorized by law or requested by concerned parties, mediates or adjudicates disputes at the local level regarding such matters as programs of vocational education being considered and instructors for them, tenure, salaries, and working conditions. VII, p. 88. (adapted)

Preservice orientation and training management activities

Expenditures for management of activities which are carried out prior to the actual employment of teachers, supervisors, coordinators, secretarial and custodial staff, and which are intended to result in more efficient performance. VII, p. 89. (adapted)

Fellowship, internship and traineeship management activities

Expenditures for management of activities concerned with provision, through colleges, universities, or other agencies and institutions, for the improvement of State education agency professional staff. VII, p. 89. (adapted)

Institutes, workshops, conferences and special courses management activities

Expenditures for management of activities concerned with the provision of short-term or group experiences for improvement of State education agency staff competencies. VII, p. 89. (adapted)

Other general management activities

Expenditures for activities of an emergency nature, or of a special one-time nature that are ordinarily not anticipated at budgeting times. May include such activities as the short-term training of personnel during times of national emergencies, planning and operating instructional programs to meet needs described by legislation, preparation of special public information programs and/or documents, etc. Project definition.

03 Planning, Research, Development and Evaluation

Expenditures for activities related to a systematic procedure for the functioning of the agency and component units as they are related to each other and to other agencies with similar goals and objectives for the purposes of (1) identifying needs, determining purposes, and making decisions regarding the means by which desired outcomes may be obtained, (2) making inquiries and searches to find better procedures to accomplish newer or modified vocational education objectives that appear to be desirable, (3) demonstrating promising innovation, and (4) making assessments and objective measurements of achievements or products. VII, p. 89. (adapted)

Management of planning, research, development and evaluation activities

Expenditures for activities concerned with the administration of the specific function of planning, research, development, and evaluation. VII, p. 89. (adapted)

Agencywide planning activities

Expenditures for the selection or identification of the overall long-range goals, priorities, and objectives of the agency, and the formulation of various courses of action in terms of identification of needs and relative costs or benefits for the purpose of deciding on courses of action to be followed in working toward achieving those goals, priorities, and objectives. VII, p. 89. (adapted)

Inter-agency planning activities

Expenditures for planning which involves other agencies or organizations, both governmental and nongovernmental, at all levels. VII, p. 89. (adapted)

State plan preparation activities

Expenditures for activities of groups of concerned citizens, educators, employers and others to supply suggestions for services needed in the vocational education thrust; means to achieve training (quantity and quality); expenditures related to the preparation of draft copies of preliminary state plans; expenditures for public hearings; printing and binding; personnel (regular and consultant). Project definition.

Local plan review activities

Expenditures for activities associated with the review of local plans for vocational education in order to check legality of proposed expenditures in the plan, conformity to state goals and services to be provided within budgetary limits. Also includes activities at the state level for travel, contractual services, etc., for conducting the above reviewing activity. Project definition.

Curricular research activities

Expenditures for research pertaining to the vocational education curriculum, including content, methodology, media, and supporting services. VII, p. 90. (adapted)

Student achievement research activities

Expenditures for research concerning the in-school achievement of students throughout the State. VII, p. 90. (adapted)

School facilities research activities

Expenditures for research concerning school buildings, sites, improvements, and equipment. VII, p. 90. (adapted)

Personnel staffing research activities

Expenditures for research concerning all of the aspects of the staffing for vocational educational programs. VII, p. 90. (adapted)

Demonstration and dissemination activities

Expenditures for activities concerned with the establishment and operation of centers, statewide or on a regional basis, for demonstrating the use of the results of research and for bringing about new and improved methods of instruction, and of curriculum development and implementation.

Expenditures for activities concerning the use of all communication media to disseminate the results of study, research, and evaluation to the legislature, the educational community, and the general public. VII, p. 90. (adapted)

Intra-agency evaluation activities

Expenditures for evaluation which involves the several organizational units within the State agency. VII, p. 91. (adapted)

Other research, development and evaluation activities

Expenditures for other activities related to planning, research, development, and evaluation which are not listed and defined above. Project definition.

04 Internal Agencywide Support Services

Expenditures for this major function which is concerned with services provided to general management and to the operational units and personnel within the State education agency. They are supporting services, departmentwide in scope, which frequently represent cost centers for the accumulation of indirect costs. VII, p. 100. (adapted)

Agency support services management activities

Expenditures for activities concerned with the administration of the specific function of internal services. VII, p. 100, (adapted)

Statistical services activities

Expenditures for services provided to the staff of the agency in collecting and organizing educational data pertinent to various educational interests, including students, staff, instruction, facilities, and finance. VII, p. 102. (adapted)

Curricular development services activities

Expenditures planned for, and dollars expended, in connection with the on-going curriculum materials development, production, distribution and evaluation activities of a state. Includes the expenditures for personnel (writers, artists, editors, photographers, typists, press operators, etc.) materials, equipment, contractual services and other associated costs. Project definition.

Auditing services activities

Expenditures for activities concerned with an examination of departmental documents, records, and accounts for the purpose of (1) determining the propriety of transactions, (2) ascertaining whether all transactions have been properly recorded, and (3) determining whether statements drawn from accounts reflect an accurate picture of financial operations and financial status. VII, p. 101. (adapted)

Mail control services activities

Expenditures for services concerned with the prompt and proper distribution of incoming mail to the various units and personnel within the agency and the prompt and proper dispatch of all outgoing mail. This activity also often entails the responsibility for wrapping or packaging for mailing or shipment. VII, p. 101. (adapted)

Payroll services activities

Expenditures for activities which involve the establishment and maintenance of adequate records for the payroll pertaining to all full-time and part-time employees of the State education agency. VII, p. 101. (adapted)

Purchasing services activities

Expenditures for activities concerned with the agencywide purchasing of supplies, equipment, and services for the several organizational units of the agency. This includes establishment of proper and adequate control to check receipt of goods ordered against the purchase orders and the necessary and proper coordination with the financial accounting unit. VII, p. 101. (adapted)

Supply services activities

Expenditures for services related to the allocation and distribution of supplies and equipment to the various organizational units and personnel of the agency. This usually includes responsibility for maintenance of inventory and storage facilities. VII, p. 101. (adapted)

Personnel management services activities

Expenditures for activities which carry out the administration of the staff personnel management program of the agency. It consists of assignments to perform such activities as recruiting staff members, staff accounting, staff placement, and staff transfer. VII, p. 101. (adapted)

Property management services activities

Expenditures for activities related to the acquisition, distribution, and maintenance of property within the agency. It includes inventory control and the establishment and maintenance of a property accounting system. VII, p. 101. (adapted)

Legal services activities

Expenditures for activities concerned with legal counsel and services to define the relationship between the State education agency and other State departments, and the interpretation of legislation and rulings affecting education. VII, p. 101. (adapted)

Legislative services activities

Expenditures for activities concerned with such matters as the interpretation and preparation of proposed legislation, maintenance of liaison with the State Legislature, and provision of pertinent information to the State Legislature. VII, p. 101. (adapted)

Library services activities

Expenditures for activities associated with establishing and maintaining a professional collection of media pertinent to the needs of the professional staff of the agency. This includes activities such as selecting, ordering, cataloging, processing, and effecting utilization of all media throughout the agency. VII, p. 101. (adapted)

Data systems services activities

Expenditures for services which provide for an orderly arrangement of data and procedures which will produce any desired interrelationship or summation which may be pertinent to reporting or decision-making. VII, p. 102. (adapted)

Machine data processing services activities

Expenditures for agencywide services whereby machines and devices are used in the storing of individual items of information in a form by which they may be rapidly and accurately retrieved, processed, and reproduced as single-line items, as lists of items, or in desired combinations with other items. VII, p. 102. (adapted)

Graphic arts services activities

Expenditures for agencywide services concerned with preparation of pictures, drawings, graphs, or other graphic presentations for illustrative matter in publications or to complement and aid oral presentations. VII, p. 102. (adapted)

Publication services activities

Expenditures for services which provide a centralized printing or publication service for preparation of administrative and educational material, including typesetting, photowork, duplication, copying, collating, punching, and binding. VII, p. 102. (adapted)

Editorial services activities

Expenditures for agencywide services in the final preparation of documents for publication. This includes final checking of such matters as format, spelling, and sentence structure. VII, p. 102. (adapted)

Record management services activities

Expenditures for services concerned with the establishment and maintenance of a system for management of agency records, including filing, control, and ultimate disposal. VII, p. 102. (adapted)

05 Improvement and Approval of Programs and Services

Expenditures for this major function covering a broad spectrum of important activities which are ancillary to the other major functions but of which no one stands alone as a major function. It provides for flexibility in that some of these activities may be carried out on a temporary basis only, and there may be few, if any, State education agencies to which all of these activities apply. VII, p. 102. (adapted)

Management of improvement and program approval services activities

Expenditures for activities concerned with the administration of the specific function of operating and approving programs and schools. VII, p. 102. (adapted)

Teacher education program improvement activities

Expenditures for activities designed to improve the programs of professional development of teachers, both beginning teachers and those in service, through improved services on higher education campuses and in the local areas. VII, p. 103. (adapted)

Student teacher program improvement activities

Expenditures for activities and responsibilities intended to improve and upgrade student teaching experiences and programs. VII, p. 103. (adapted)

Other teacher education improvement activities

Expenditures for any other programs, not listed and defined above, designed to improve the professional development of teachers. VII, p. 103. (adapted)

Public school approval, accreditation, licensing, and chartering activities

Expenditures for activities of the State education agency concerned with standards for regulating the approval, establishment, and operation of schools within the State. This includes activities such as: the application and enforcement of standards prescribed by law or regulation, the development and application of rules and regulations as mandated by law, and the establishment of accreditation that may exceed basic approval. VII, p. 103. (adapted)

Nonpublic school approval, accreditation, licensing and chartering activities

Expenditures for activities of the State education agency concerned with standards for regulating the approval, establishment, and operation of nonpublic schools within the State. This includes activities such as: the application and enforcement of standards prescribed by law or regulation, the development and application of rules and regulations as mandated by law, and the establishment of accreditation that may exceed basic approval. VII, p. 103. (adapted)

Public school personnel certification and licensing activities

Expenditures for activities concerned with the regulation of the work force of public schools within the State. This includes activities such as teacher certification and licensing of school bus drivers and school food service workers. VII, p. 104. (adapted)

Nonpublic school personnel certification and licensing activities

Expenditures for activities concerned with the regulation of the work force of nonpublic schools within the State. This includes activities such as teacher certification and licensing of school bus drivers and school food service workers. VII, p. 104. (adapted)

Nonschool personnel certification and licensing activities

Expenditures for activities concerned with certification and licensing of personnel employed in other than educational occupations. VII, p. 105. (adapted)

06 Direct Assistance (Exclusive of Consultative Services)

Expenditures for activities, aside from teacher education, which are designed to improve the competency of individual staff members. VII, p. 105.

Direct assistance to local personnel in preservice orientation and training activities

Expenditures for activities of the State education agency designed to give direct assistance to local agency personnel and schools in recruitment and training of new personnel prior to actual assignment. VII, p. 105. (adapted)

Direct assistance to local personnel in providing fellowships/traineeships/internships activities

Expenditures for activities and responsibilities of the State education agency designed to assist in providing fellowships, traineeships, and/or internships to the staff of local education agencies. VII, p. 105. (adapted)

Direct assistance to students in providing scholarships and work study opportunities activities

Expenditures for activities and responsibilities of the State education agency in providing aid, both financial and otherwise, through scholarships, to qualified students for the purpose of encouraging and enabling them to continue their education. VII, p. 105. (adapted)

A school program designed to provide employment for students who could not continue in school without the financial support provided through a job. The employment may or may not be curriculum related. (Cooperative Programs provide work experience specifically related to the student's instructional program. The student's on-the-job training is an integral part of his total school curriculum.) VII, p. 106. (adapted)

Educational media services provided local districts (schools) activities

Expenditures for any devices, content materials, methods, or experiences used for teaching and learning purposes. These include printed and nonprinted sensory materials. VII, p. 106. (adapted)

Transportation services provided local districts (schools) activities

Expenditures for services (actually provided by the State education agency) concerned with transporting students to and from school, between schools, and to school-related activities, including acquisition, allocation, maintenance, and safe operation of equipment. VII, p. 106. (adapted)

Vocational rehabilitation services activities

Expenditures for services associated with determining the extent of disability, and preparing disabled persons for remunerative employment through diagnosis, guidance, physical restoration, training, and placement. VII, p. 107. (adapted)

Budget review and audit services activities

Expenditures for services provided by the State education agency in reviewing budgets and auditing the accounts of local school districts. VII, p. 107. (adapted)

Civil preparedness services activities

Expenditures for services associated with Federal or State training programs designed to provide adequate civil preparedness against loss of life or property due to war on natural causes. VII, p. 107. (adapted)

07 Agency Operated Schools and Institutions

Expenditures for activities concerned with the operation of schools, either directly or by contract, at any level, by the State education agency. VII, p. 107 (adapted)

Operation of area vocational school activities

Refers to the expenditures for activities in connection with providing vocational education for youth, adults, the disadvantaged, the handicapped and others in the area vocational school. Includes expenditures for professional personnel for administration, supervision and teaching, support personnel for guidance and counseling activities, clerical and secretarial employees; also, expenditures for supplies and materials, contractual services, equipment, building and grounds maintenance, et al. Project definition.

Operation of adult education institution activities

Refers to the expenditures for activities in connection with providing vocational education for youth, adults, the disadvantaged, the handicapped and others in the adult education institution. Includes expenditures for professional personnel for administration, supervision and teaching, support personnel for guidance and counseling activities, clerical and secretarial employees; also, expenditures for supplies and materials, contractual services, equipment, building and grounds maintenance, et al. Project definition.

Operation of area service center activities

Refers to the expenditures for activities in connection with providing vocational education for youth, adults, the disadvantaged, the handicapped and others in the area service center. Includes expenditures for professional personnel for administration, supervision and teaching, support personnel for guidance and counseling activities, clerical and secretarial employees; also, expenditures for supplies and materials, contractual services, equipment, building and grounds maintenance, et al. Project definition.

Operation of career education center activities

Refers to the expenditures for activities in connection with providing vocational education for youth, adults, the disadvantaged, the handicapped and others in the career education center. Includes expenditures for professional personnel for administration, supervision and teaching, support personnel for guidance and counseling activities, clerical and secretarial employees; also, expenditures for supplies and materials, contractual services, equipment, building and grounds maintenance, et al. Project definition

Operation of postsecondary school activities

Refers to the expenditures for activities in connection with providing vocational education for youth, adults, the disadvantaged, the handicapped and others in the postsecondary school. Includes expenditures for professional personnel for administration, supervision and teaching, support personnel for guidance and counseling activities, clerical and secretarial employees; also, expenditures for supplies and materials, contractual services, equipment, building and grounds maintenance, et al. Project definition.

Operation of special school activities

Refers to the expenditures for activities in connection with providing vocational education for youth, adults, the disadvantaged, the handicapped and others in the special school. Includes expenditures for professional personnel for administration, supervision and teaching, support personnel for guidance and counseling activities, clerical and secretarial employees; also, expenditures for supplies and materials, contractual services, equipment, building and grounds maintenance, et al. Project definition.

Other operation activities

Refers to the expenditures for other operation activities not included above.

08 Distribution of Resources

This major function includes all those activities which involve the allocation and distribution of resources to local and intermediate education agencies and any other agencies or institutions as provided by law. "Resources," in this context, is interpreted to include financial resources, material resources, and services. Important activities under this category are the allocation and distribution of State foundation program grants and Federal grants for special purposes.

It should be recognized, however, that a State education agency makes many expenditures or authorizations which are "flow-through" in nature and are not a part of the operational costs of the agency. It is necessary that a distinction be made between State operational expenditures and "flow-through" monies in order to avoid distorting the actual operating costs of carrying out the functions of the agency. For instance, funds distributed annually by the agency under a State's foundation or equalization program are "flow-through" monies and are not included under this function. Rather, they should be accounted for in such a way as to be completely separate from the operating cost of "distributing financial resources."

Thus, to account for the various "flow-through" types of transactions, the function category would not be applicable. The appropriate identifying dimension would be an object category, "Grants and Subsidies," for instance.

State education agencies should devise their own methods for evaluating programs which are funded by these "flow-through" funds and for holding local education agencies accountable for expenditures, just as the State education agency is accountable to the source of those funds. VII, pp. 98-99. (adapted)

Management of distribution of resources activities

Expenditures for activities concerned with the administration of the specific function of distribution of resources. VII, p. 99. (adapted)

Allocation and distribution of VEA financial grants activities

Expenditures for activities involved in the allocation and distribution of VEA financial grants or subsidies. VII, p. 99. (adapted)

Allocation and distribution of state financial grants and subsidies activities

Expenditures for activities involved in the allocation and distribution of any type of State grants or subsidies. VII, p. 99. (adapted)

Allocation and distribution of other financial resources activities

Expenditures for activities involved in the allocation and distribution of any financial resources other than those listed and defined above. VII, p. 99. (adapted)

Allocation and distribution of materials and equipment activities

Expenditures for activities involved in the allocation and distribution of all kinds of material resources, including both materials and equipment. VII, p. 99. (adapted)

09 Consultative Services

Expenditures for activities concerned with the continuous diffusion of methods, procedures, and practices essential to the implementation of tested improvements or innovations in education. VII, p. 91. (adapted)

Management of consultative services activities

Expenditures for those activities concerned with the administration of the specific function of consultative services. VII, p. 91. (adapted)

Instructional consultative assistance by program area services activities

Expenditures for activities concerned with the continuous diffusion of methods, procedures, and practices essential to implementation of improvements in instruction in the several subject matter areas. VII, p. 91. (adapted)

General instructional consultative assistance by program level services activities

Expenditures for consultative activities usually concerned with all of the subject matter areas within the respective instructional levels. VII, p. 91. (adapted)

Cooperative instructional consultative services activities

Refers to the expenditures incurred in the employment on a per diem, per project, or part-time basis of a consultant or consultants to analyze a situation in cooperative instructional activities, evaluate the effectiveness of services provided, supply plans and recommendations for improving, modifying and/or expanding the service. Project definition.

Career education consultative services activities

Refers to the expenditures incurred in the employment on a per diem, per project, or part-time basis of a consultant or consultants to analyze a situation in career education activities, evaluate the effectiveness of services provided, supply plans and recommendations for improving, modifying and/or expanding the service. Project definition.

Occupational exploration consultative services activities

Refers to the expenditures incurred in the employment on a per diem, per project, or part-time basis of a consultant or consultants to analyze a situation in occupational exploration activities, evaluate the effectiveness of services provided, supply plans and recommendations for improving, modifying and/or expanding the service. Project definition.

Education for the disadvantaged consultative services activities

Expenditures for a program of instruction and services for those children whose educational development is retarded by social, cultural, or economic deprivation. Principally affected are: children from low income families, children from minority groups which have experienced discrimination, children from families of migrant workers, American Indian children, and children living in homes for the neglected and delinquent. VII, p. 92. (adapted)

Education for the handicapped consultative services activities

Expenditures for a program of instruction and services for those children whose physical, mental, or emotional disabilities necessitate the provision of special programs to meet their individual needs. VII, p. 92. (adapted)

Migrant educational instruction consultative services activities

Expenditures for a program of instruction and services for those children who move periodically with their families from one school district to another in order that a parent or other member of the immediate family may secure seasonal employment. VII, p. 92. (adapted)

Urban educational instructional consultative services activities

Expenditures for a program of instruction and services for those students who live in the cities, especially in core areas. VII, p. 92. (adapted)

Bilingual educational instructional consultative services activities

Expenditures for a program of instruction and services designed for students who, due to non-English speaking home, school, or community backgrounds, have difficulty in school work. VII, p. 92. (adapted)

Specially funded instructional consultative services activities

Refers to the expenditures incurred in the employment on a per diem, per project, or part-time basis of a consultant or consultants to analyze a situation, evaluate the effectiveness of services provided, supply plans and recommendations for improving, modifying and/or expanding the service. Project definition.

Educational media consultative services activities

Expenditures for all activities whereby consultative assistance is provided to local and intermediate staff members in the organization and use of all teaching and learning resources, including hardware, content material, and services.

Educational media are defined as any devices, content materials, methods, or experiences used for teaching and learning purposes. These include printed and nonprinted sensory materials. VII, p. 95. (adapted)

Guidance/counseling consultative services activities

Expenditures for guidance services for students include activities of counseling students and parents, providing consultation with other staff members on learning problems, evaluating the abilities of students by standardized testing or other means, assisting students to make their own educational career plans and choices, assisting students in personal and social development, providing referral assistance, and working with other staff members in planning and conducting guidance programs for students. Included are facilities for guidance in counseling, related equipment and supplies, and services provided by counseling personnel. VII, p. 96. (adapted)

Other student support consultative services activities

Expenditures for any consultative and advisory services to local and intermediate education agencies not listed and defined above. VII, p. 98. (adapted)

District and school organizational consultative services activities

Expenditures for services concerned with management and legal counsel for promotion of effective organization and reorganization of school districts in compliance with State criteria as established by law or regulation. VII, p. 97. (adapted)

School plant facilities consultative services activities

Expenditures for services dealing with the construction, operation, and maintenance of school facilities such as land, outdoor improvements, and buildings. VII, p. 97. (adapted)

Program planning consultative services activities

Expenditures for services concerned with the selection or identification of the overall, long-range goals, priorities, and objectives of the organization, and the formulation of various courses of action or programs in terms of identification of needs and relative costs or benefits for the purpose of deciding on courses of action to be followed in working toward achieving those goals, priorities, and objectives. VII, p. 97. (adapted)

Program evaluation consultative services activities

Expenditures for services concerned with the process of ascertaining or judging the value or amount of a program, an action or an outcome by careful appraisal of previously specified data in light of the particular situation and the goals and objectives previously established. VII, p. 97. (adapted)

Management information system consultative services activities

Expenditures for services concerned with a system for providing information regarding the agency's performance and participation in educational efforts; a method for determining the amounts of effort invested in each of the things done by the agency and a method for providing comprehensive information upon which logical management decisions can be based. VII, p. 97. (adapted)

Machine data processing consultative services activities

Expenditures for services concerned with the use of machines and devices in the storing of individual items of information in a form by which they may be rapidly and accurately retrieved, processed, and reproduced as single-line items, as lists of items, or in desired combinations with other items. VII, p. 97. (adapted)

Fiscal management consultative services activities

Expenditures for services concerned with the financial and business operations of an agency. VII, p. 97. (adapted)

Personnel management consultative services activities

Expenditures for services relating to the administration of the personnel management program of the school system. This consists of such activities as recruiting staff members, staff accounting, staff placement, staff transfer, and implementation of promotion policies. VII, p. 97. (adapted)

Legal and legislative consultative services activities

Expenditures for services concerned with legal counsel and legislative recommendations and interpretation. VII, p. 98. (adapted)

Preservice orientation and training consultative services activities

Expenditures for services designed to aid in recruitment and training of new districtwide administrative and technical personnel. VII, p. 98. (adapted)

Institutes, workshops and special courses consultative services activities

Expenditures for services concerned with advising and assiting in drawing up and implementing programs which will enhance the competencies of local and intermediate district administrative and technical staff. VII, p. 98. (adapted)

Motivational training consultative services activities

Expenditures for services concerned with advising and assisting in developing activities and surroundings which will motivate staff and students to attain their optimum potential. VII, p. 98. (adapted)

Other consultative support activities (n.e.c.)

Expenditures for any consultative and advisory services to local and intermediate education agencies not listed and defined above. VII, p. 98. (adapted)

10 Nonprogrammed Charges

Grants and subsidies to local education agencies

Grants-in-aid are contributions made from local, intermediate, State or Federal funds to a LEA and are not related to specific revenue sources, i.e., general source, or if related to specific revenue sources, are distributed on some flat grant or equalization basis. II, p. 20. (adapted)

Grants to teacher education institution(s)

State expenditures to teacher education institutions for the purpose of reimbursing (fully or partially) the expenses of conducting vocational professional education activities for preservice and inservice teachers, supervisors, administrators, coordinators, curriculum specialists, et al. Includes personnel costs, rental of facilities if needed, equipment and other associated costs of maintaining and further improving the quality of the professional education program in the teacher education institution, and in the field as a whole. Project definition.

Transfer of funds

These are transactions which withdraw money from one fund and place it in another without recourse. Unless State law prohibits, revenues should be allocated between funds when received and recorded in the funds to which they belong, rather than placing them in the General Fund and later transferring them. (These are not counted in local LEA totals of expenditures.) II, p. 49.

Other grants and subsidies

Grants and subsidies not included in categories mentioned above. Project definition.

11 Debt Services

Expenditures incurred in the servicing of the debt of a LEA. Categories of debt services are listed under Objects. II, p. 49.

Redemption of principal

Expenditures which are from current funds to retire serial bonds, long-term loans of more than five years, and short-term loans of less than five years. II, p. 34.

Interest

Expenditures from current funds for interest on serial bonds, lease with option to buy, long-term loans of more than five years, and short-term loans of less than five years. II, p. 34.

12 Cost Centers

The smallest segment of a program that is separately recognized in the agency's records, accounts, and reports. Program-oriented budgeting, accounting, and reporting aspects of an information system are usually built upon the identification and use of a set of cost centers. VII, pp. 143-144.

Program level as a cost center

Expenditures for vocational instructional curricula and prevocational instruction offered at the following levels: Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

Program area as a cost center

Expenditures for the classification of vocational education subject-matter includes the major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Business and Office Occupations, Technical Education, and Trade and Industrial Education. Project definition.

Expenditures for parts of VEA as a cost center

Part A Disadvantaged

STATE PROGRAMS

Part B1	Secondary
Part B2	Postsecondary
Part B3	Adult
Part B4A	Disadvantaged
Part B4B	Handicapped
Part B5	Construction
Part B6	Guidance and Counseling
Part B7	Contracted Instruction
Part B8	Ancillary Services

RESEARCH (STATE)

Part C1	Research Coordination
Part C2	New Grants
Part C3	Continuing Projects

EXEMPLARY (STATE)

Part D1	Disadvantaged
Part D2	Handicapped
Part D3	New Projects
Part D4	Continuing Projects

CONSUMER AND HOMEMAKING

Part F1	Depressed Areas
Part F2	Disadvantaged
Part F3	Handicapped
Part F4	Other

COOPERATIVE

Part G1	Employer Reimbursement
Part G2	Disadvantaged
Part G3	Handicapped
Part G4	Other

WORK STUDY

Part H1	Administration
Part H2A	Disadvantaged
Part H2B	Handicapped
Part H3	Other

Source of funds as a cost center

Expenditures by the various origins of revenue as a cost center for a local LEA. Included are various sources from the local government, the intermediate governmental units such as counties and boroughs, from the State, from the Federal government, and from other sources. II, p. 51. (adapted)

File 14: WHAT ARE THE STATE EDUCATION AGENCY VOCATIONAL EXPENDITURES BY ASSIGNMENT?

01 Identification

Name

Any appropriate standardized title for statewide or other use. VI, p. 59.

Title usually includes the name of one of the fifty United States, or territories. Project definition.

SEA code

Any appropriate standard number or code for statewide or other use. VI, p. 59.

02 Instructional Expenditures

Teaching assignment

Expenditures involved in an assignment to instruct pupils or students. The assignment may be in course or noncourse instructional situations. The teaching assignments of such staff members as classroom teacher, television teacher, professor, instructor, teacher-educator, teacher-coordinator, and itinerant instructor are classified here. VII, p. 113. (adapted)

Curriculum specialist assignment

Expenditures involved in an assignment to a staff member who has expertise in a specialized field to provide information and guidance to other faculty members to improve curriculums. This assignment would include the curriculum consultant and curriculum supervisor. IV, p. 54. (adapted)

Librarian/media assignment

Expenditures involved in an assignment to provide professional library science services such as selecting, ordering, cataloging, processing, and circulating all media; planning the use of the media center by board members, staff members, and others; participating in staff planning for the use of all media; and guiding board members, staff members, and others in the use of the media program in schools or community service activities. VII, p. 113. (adapted)

Library/audio visual aide assignment

Expenditures involved in the activities and responsibilities of the individual(s) charged with the tasks of assembling, cataloging, distributing and accounting for instructional resources which include such materials as dioramas, mock-ups, realia, graphic materials, reference books, occupational journals, audio materials and equipment, and video materials and equipment. Project definition.

School direction and management assignment

Expenditures involved in an assignment to perform the professional activities of administering a school program.

The school direction and management assignments of such staff members as superintendent of school, secondary school principal, president of a college, director of a community college or technical institute, and administrative dean are classified here. VII, p. 114. (adapted)

Assistant school direction and management assignment

Expenditures involved in an assignment to assist the principal, director or superintendent of a school in performing the activities of directing and managing the program in a school.

The assistant school direction and management assignments of such staff members as assistant superintendent of school, assistant principal, vice-principal, and assistant dean are classified here. VII, pp. 114-115.

Certification assignment

Expenditures involved in an assignment to review and evaluate the training and experience of applicants for professional employment credentials, in accord with policy or legal requirements established by appropriate State authority or by State constitutional or legislative provisions.

The certification assignments of such staff members as supervisor of certification, director of teacher certification and preparation, director of professional certification, certification specialist, staff specialist for certificated personnel, supervising certification analyst, and certification specialist are classified here. VII, p. 114. (adapted)

Accreditation assignment

Expenditures involved in an assignment to review and evaluate an organizational unit (e.g., a school system, a school, or a program of studies) to certify that the organizational unit complies with the legal requirements or prescribed standards for the operations of such units. VII, p. 114. (adapted)

Consultant/Supervisor assignment

Expenditures incurred in connection with the assistant to the individual who is responsible for a particular vocational education activity, i.e., vocational agriculture, vocational homemaking, etc. and whose responsibilities for supervision and whose knowledge in the subject matter area are related to the specific field of vocational education. Project definition.

Program Supervisor/Coordinator assignment

Expenditures incurred in connection with the assignment of the individual whose responsibilities are closely associated with providing help to instructors of special vocational education activities. Includes supervision and/or coordination of distributive education, vocational agriculture, cooperative vocational education, et al. Project definition.

04 Administrative Support Expenditures

Commissioner/Superintendent assignment

Expenditures incurred in connection with the assignment of the individual usually identified as the Commissioner of Education for the State, or the State Superintendent of Public Instruction. Project definition.

Deputy/Associate Commissioner/Assistant Superintendent assignment

Refers to the expenditures incurred in connection with the assignments of individuals in second echelon positions to the State Superintendent of Public Instruction or the Commissioner of Education. Project definition.

Division Director/Chief assignment

Refers to the expenditures incurred in connection with the assignments of individuals who head up significant segments or major thrusts of the State education agency. Project definition.

Bureau Head/Chief assignment

Depending upon the organization of a state educational agency, these are the expenditures incurred in connection with the assignment of the individuals who are responsible for either a Bureau within a division, or a division within a bureau, or a bureau without reference to a division at all. Generally, a bureau is responsible for a cluster of related tasks. Project definition.

Department/Office Director assignment

Expenditures incurred in connection with the assignment of the Department/Office Director. The use of these words "office" and "department" may mean the entire state agency, i.e., Department of Education, or may mean a department of special study within a bureau or a division or an "office." There is no general usage of the terms. Project definition.

Assistant Division Director/Chief assignment

Expenditures incurred in connection with the assignment of the second echelon to the Division Director or Chief of the Division. Project definition.

Chief Consultant/Supervisor assignment

Expenditures incurred in connection with the assignment of the individual that is responsible for a particular vocational education activity, i.e., vocational agriculture, vocational homemaking, etc. and whose responsibilities for supervision and whose knowledge in the subject matter area are related to the specific field of vocational education. Project definition.

Assistant Bureau Head/Chief assignment

Expenditures incurred in connection with the assignment of the second echelon to the Bureau Head or Bureau Chief. Project definition. (See definition of Bureah Head/Chief Assignment.)

Administrative Intern Assignment

Expenditures incurred in connection with the assignment to perform activities as part of an internship plan, involving supervision and periodic evaluation of the employee. IV, p. 53.

Administrative Aide assignment

Expenditures incurred in connection with the assignment to perform activities assisting an executive officer in performing his assigned activities in the SEA. IV, p. 53. (adapted)

Clerical assignment

Expenditures incurred in connection with the assignment to such activities as preparing, transferring, systematizing, and preserving written communications and records, and operating such mechanical and electronic equipment as bookkeeping machines, key-punch machines, duplicating machines, and tabulating machines. The clerical assignments of such staff members as clerk, stenographer, typist, secretary, and office machine operator are classified here. VII, p. 115. (adapted)

Legislative Liaison assignment

Expenditures incurred in connection with the assignment to coordinate with the State legislature in the preparation of educational legislation, to provide information to legislative committees and members, and to testify before such committees. Many of these same activities would apply to coordination with Congress at the Federal level. VII, p. 113. (adapted)

Personnel assignment

Expenditures incurred in connection with the assignment to administer the personnel management program of the agency. This consists of such activities as recruiting staff members, staff accounting, staff placement, staff transfer, and implementation of promotion policies. VII, p. 112. (adapted)

Accounting assignment

Expenditures incurred in connection with the assignment which involves the recording, classifying, and summarizing of data in terms of money, students, personnel, and property and interpreting the results thereof.

The activities of such staff members as accountant, cost benefit analysis accountant, and project control accountant are classified here. VII, p. 112. (adapted)

Analyst assignment

An assignment to perform activities involving the evaluation of alternatives which are relevant to defined objectives, based on judgment, and, wherever possible, on quantitative methods; develops data processing procedures for application to electronic data processing equipment.

The systems analysis assignment of such staff members as systems specialist, systems analyst, systems coordinator, and associate computer systems analyst are classified here. VII, p. 111. (adapated)

Auditing assignment

An assignment to check the sources of information and the adequacy and accuracy of a set of accounting records. This involves the examination and verification of accounts and records.

The assignments of such staff members as auditor (designated program area), chief auditor, auditor of public accounts, supervising accounts examiner, audit review analyst, and field auditor are classified here. VII, p. 112. (adapted)

Bookkeeping assignment

An assignment to keep a systematic record of business transactions and to prepare financial statements.

The assignments of such staff members as bookkeepers are recorded here. VII, p. 112. (adapted)

Purchasing assignment

An assignment to perform activities in connection with acquiring property, supplies, materials, and services.

The purchasing assignments of such staff members as chief of procurement and supply, purchasing agent and procurement officer are classified here. VII, p. 112. (adapted)

Evaluation assignment

An assignment which involves the ascertaining or judging the value or amount of an action or an outcome by careful appraisal of previously specified data in light of the particular situation and the goals and objectives previously established. VII, p. 91.

Planning assignment

An assignment which includes the selection or identification of the overall, long-range goals, priorities, and objectives of the agency, and the formulation of various courses of action in terms of identification of needs and relative costs or benefits for the purpose of deciding on courses of action to be followed in working toward achieving those goals, priorities, and objectives. VII, p. 89. (adapted)

Research assignment

An assignment involving systematic study and investigation in some field of knowledge, undertaken to establish facts or principles. VII, p. 90. (adapted)

Development assignment

An assignment to activities concerned with the evolving process of utilizing the products of research and considered judgment in the deliberate improvement of educational programs. VII, p. 90. (adapted)

Stores-handling assignment

An assignment to receive, store, and dispense supplies, materials, and equipment. . . . VII, p. 112. (adapted)

Statistician assignment

An assignment to perform activities dealing with the collection, analysis, and presentation of masses of numerical data. Project definition.

Technical assignment

An assignment which relates to a particular field of technical specialization other than education.

The assignments of such staff members as programmer, television program director, technical writer, media technician, media aide, and computer operator are classified here. VII, p. 117. (adapted)

Computer operator assignment

An assignment to operate and control computers and related peripheral equipment. IV, p. 56. (adapted)

Mail control assignment

An assignment to route mail, prepare outgoing materials for mailing, and maintain internal written communication systems. The mail control assignments of such staff members as supervisor of mail control, mail sorter, and mail clerk are classified here. VII, p. 113.

Records management assignment

An assignment to establish and maintain an adequate and efficient system for management of the records of the agency. This includes the provision for filing systems and techniques (including microfilming), archival facilities, and ultimate disposal of records. VII, p. 113.

Architectural and engineering assignment

An assignment to design and prepare plans and specifications for the construction, remodeling, or repair of buildings and facilities, and to oversee construction to insure compliance with plans and specifications. VII, p. 113.

Historian assignment

An assignment to write, edit, collect, verify, classify, and organize historical documents and materials. VII, p. 113.

Graphic arts assignment

An assignment to plan and arrange art layouts, using sketches, pictures, or diagrams to illustrate educational programs or processes for publication, demonstration, and more effective communications.

The graphic arts assignments of such staff members as graphic artist, illustrator, staff artist, visual aid illustrator, staff photographer, and graphic arts program specialist are classified here. VII, p. 113.

Editorial assignment

An assignment to select, write, and review materials for publications; to plan layout and supervise editorial staff of publications devoted to activities of institutional organizations, professional groups, or fields of knowledge; to prepare news releases, special brochures, and similar materials.

The editorial assignments of such staff members as director of publications, editorial consultant, and editorial assistant are classified here. VII, p. 114.

Publications assignment

An assignment to publish printed materials by one or more of several processes, including linotype, phototype, duplicating machine, and varitype, and to assemble and distribute printed materials.

The publications assignments of such staff members as director of publications, supervisor of printing shop, supervisor of duplicating and printing, publications writer, publications coordinator, publications distributor, and multilith operator are classified here. VII, p. 114.

06 Nonprogrammed Charges

Conduit-type (outgoing transfers) payments from SEAs to LEAs to other LEAs or administrative units in the state or in another state, and transfers from one fund to another fund in the SEA. II, 49. (adapted)

Payment to other educational agencies (within or outside the state)

Conduit-type payments to LEAs, generally for tuition and transportation, for services rendered to students residing in the paying LEA. Where a governmental unit collects money from a nonoperating LEA for the education of students from the nonoperating LEA and pays it to an operating LEA, the nonoperating LEA records such payments here. II, p. 49. (adapted)

Student stipends

The actual sums in dollars paid to vocational education students for subsistence as provided for by the VEA of 1968 and included in the work-study provisions of the Act. Project definition.

Employer reimbursement

The actual sums in dollars paid to employers of vocational education students at times when the students are enrolled in bona fide vocational education curriculums. Reimbursement funds, paid directly to the employer by the educational agency, under provisions detailed in the VEA of 1968, cover expenses incurred by the employer in providing instruction to students, and include expenses relating to personnel, travel, supervision, consumable supplies and contractual services. Project definition.

Transfer of funds

These are transactions which withdraw money from one fund and place it in another without recourse. Unless State law prohibits, revenues should be allocated between funds when received and recorded in the funds to which they belong, rather than placing them in the General Fund and later transferring them. II, p. 49.

07 Debt Services

Expenditures for the retirement of debt and expenditures for interest on debt, except principal and interest of current loans. II, p. 124.

Redemption of principal

Expenditures which are from current funds to retire serial bonds, long-term loans of more than five years, and short-term loans of less than five years. II, p. 34.

Interest

Expenditures from current funds for interest on serial bonds, lease with option to buy, long-term loans of more than five years, and short-term loans of less than five years. II, p. 34

File 15: WHAT ARE THE STATE EDUCATION AGENCY VOCATIONAL EXPENDITURES BY OBJECT?

01 Identification

Name

Any appropriate standardized title for statewide or other use. VI, p. 59.

SEA code

Any appropriate standard number or code for statewide or other use. VI, p. 59. (adapted)

02 Salaries

Amounts paid to employees of the SEA who are considered to be in positions of a permanent nature or hired temporarily, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while ON THE PAYROLL of the SEA. II, p. 30. (adapted)

Regular salaries

Full-time, part-time, and prorated portions of the costs for work performed by employees of the SEA who are considered to be in positions of a permanent nature. II, p. 31. (adapted)

Temporary salaries

Full-time, part-time, and prorated portions of the costs for work performed by employees of the SEA who are hired on a temporary or substitute basis to perform work in positions of either temporary or permanent nature. II, p. 31. (adapted)

Overtime (extended time) salaries

Money paid to employees of the SEA in positions of either a temporary or permanent nature for work performed in addition to the normal work period for which the employee is compensated under Regular Salaries and Temporary Salaries above. The terms of such payment for overtime is a matter of State and local regulation and interpretation. II, p. 31. (adapted)

03 Employer Benefits

Amounts paid by the SEA in behalf of employees; these amounts are not included in the gross salary, but are over and above. Such payments are fringe benefit payments, and, while not paid directly to employees, nevertheless are part of the cost of salaries and benefits. Examples are: (a) Group Health or Life Insurance, (b) Contributions to Employee Retirement, (c) Social Security, (d) Workmen's Compensation, and (e) payments made to personnel on sabbatical leave. II, p. 31. (adapted)

Group health and/or life insurance

Refers to the expenditures for coverage, amount, kind and specifications of health and/or life insurance carried on the employees by the SEA. Project definition.

Contributions to employee retirement

The dollars that the SEA (as employer) contributes to the employee retirement fund for each respective employee. Project definition.

Others

Refers to the other employee fringe benefits subsidized in whole or in part by the SEA. Includes such items as dental care coverage, hospitalization, salary guarantee insurance, *et al*. Project definition.

04 Purchased Services

Amounts paid for personal services rendered by personnel who are not on the payroll of the SEA, and other services which the SEA may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. II, p. 31. (adapted)

Nonpayroll professional services

These are the expenditures for professional services related to any part of the program of vocational education, ranging from the maintence of the building to personnel. May include consultant services of an educational nature, professional advice on site development, legal consultation, manufacturer's consultative services on tools, equipment and installations, etc. Project definition.

Public relations services

Expenditures concerned with establishing, maintaining, and improving the relations among various elements of the State educational system, and between the educational system and its environment, through personal contact and the use of all information media. VII, p. 83.

Printing and binding

Expenditures for job printing and binding usually according to specifications of the SEA. This includes the design and printing of forms and posters as well as printing and binding of SEA publications. Preprinted standard forms are not charged here, but are recorded under Supplies and Materials. II, p. 33. (adapted)

Property services

Services purchased to operate, repair, maintain, insure, and rent property owned and/or used by the SEA. These services are performed by persons other than SEA employees. II, p. 32. (adapted)

Transportation services

Expenditures for transporting children to school and official travel of SEA employees. II, p. 32. (adapted)

Communication services

Expenditures for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and telegraph services as well as postage machine rental and postage. II, p. 32.

Fidelity and insurance bond premiums

Expenditures for bonds guaranteeing the SEA against losses resulting from the actions of the treasurer, employees, or other persons of the SEA. Also recorded here are any expenditures (not judgments) made in lieu of fidelity bonds. II, p. 35. (adapted)

05 Supplies and Materials

Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated by use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances. II, p. 33.

Supply items

Expenditures for all supplies for the operation of a SEA, including freight and cartage. Included are coal, wood, and oil used for heating purposes. If such supplies are handled for resale to students, only the net cost of supplies is recorded here. II, p. 33.

Curriculum materials

Expenditures for materials such as: textbooks, library books, periodicals, films, graphic materials and audio materials. Project definition.

06 Land and Buildings

Land (initial expenditures)

Expenditures for the purchase of land. II, p. 34.

Building acquisition and improvement

Expenditures for acquiring buildings and additions, either existing or to be constructed. Included are expenditures for installment or lease payments (except interest) which have a terminal date and result in the acquisition of buildings, except payments to public school-housing authorities or similar agencies. Expenditures for major permanent structural alterations and the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems, fire protection systems, and other service systems in existing buildings are included here. II, p. 34.

Site improvements other than buildings

Expenditures for the initial and additional improvement of sites and adjacent ways after acquisition by the SEA consisting of such work as grading, landscaping, seeding, and planting of shrubs and trees; constructing new sidewalks, roadways, retaining walls, sewers and storm drains; installing hydrants; initial surfacing and soil treatment of athletic fields and tennis courts; furnishing and installing for the first time, fixed playground apparatus, flagpoles, gateways, fences, and underground storage tanks which are not parts of building service systems; and demolition work. Special assessments against the SEA for capital improvements such as streets, curbs, and drains are also recorded here. II, p. 34. (adapted)

07 Equipment

Expenditures for the initial, additional, and replacement items of equipment, such as furniture and machinery. In order to differentiate between initial or additional equipment purchases and replacement equipment purchase, it is recommended that subaccounts be established with those titles. II, p. 34.

Instructional equipment

Expenditures for movable equipment used by students and instructional staff in the instructional program. Some examples of the kinds of instructional equipment are shop machinery, musical instruments, typewriters, business machines, phonographs, motion picture projectors, sewing machines, refrigerators, driver education vehicles, farm trucks and tractors, and motor vehicles for instructional staff. III, p. 79.

Instructional support equipment

Expenditures for visual equipment such as motion picture projectors, strip film projectors; audio equipment such as tape recorders, record players; other support equipment such as mock-ups, models, dioramas, raised maps, *et al* used in classrooms, laboratories and shop. Project definition.

Administrative equipment

Refers to expenditures for all of the many kinds of equipment required in the administrative suite, for purposes of record keeping, supervision and general communication and administration. Includes filing cabinets, desks, computer, office business equipment, public announcement console, etc. Project definition.

08 Other Expenditures

Amounts paid for goods and services not otherwise classified above. This includes expenditures for the retirement of debt, the payment of interest on debt, payments to a housing authority, and the payment of dues and fees. II, p. 34. (adapted)

Redemption of principal

Expenditures which are from current funds to retire serial bonds, long-term loans of more than 5 years, and short-term loans of less than 5 years. II, p. 34.

Interest

Expenditures from current funds for interest on serial bonds, lease with option to buy, long-term loans of more than 5 years, and short-term loans of less than 3 years. II, p. 34.

Dues and fees

Expenditures or assessments for membership in professional or other organizations or associations or payments to a paying agent for services rendered. II, p. 35.

09 Grants and Subsidies

LEA identification

The number or code used within the local school or school system . . . . VI, p. 59. (adapted)

Dollars granted LEA

Funds made available to a local educational administrative unit to support and promote vocational educational activity. Project definition.

Teacher education institution identification

The name of the school, technical institute, college, university, or other educational institution offering teacher education. IV, p. 47. (adapted)

Dollars granted teacher education institution

Funds made available to teacher education institutions in a state through the authority of the State education agency. Project definition.

Dollars granted state vocational education advisory council

Funds made available to the Vocational Education Advisory Council from State education discretionary funds. Grant funds may be in partial, or total support of a project or activity, the results of which are of mutual advantage to both agencies. Such activities as joint conferences, joint studies and joint evaluations would be covered by such grants-in-aid. Project definition.

Dollars granted others

Refers to the grants of funds made on occasion from State education discretionary funds, to support in part or in full activities/programs not originally anticipated and included in earlier planning. May include such activities as regional conferences and meetings, costs involved in producing new curriculum materials, or dollars for the purchase of surplus equipment. Project definition.

10 Transfers

This object category does not represent a purchase; rather, it is used as an accounting entity to show that funds have been handled without having goods and services rendered in return. Included here are transactions for interchanging money from one fund to the other and for transmitting flow-through funds to the recipient (person or agency). II, p. 35.

Fund modifications

This category represents transactions of conveying money from one fund to another. Generally this takes the form of payments from the General Fund to some other and should be so recorded. They are not recorded as expenditures. II, p. 35.

11 Cost Centers

The smallest segment of a program that is separately recognized in the agency's records, accounts, and reports. Program-oriented budgeting, accounting, and reporting aspects of an information system are usually built upon the identification and use of a set of cost centers. VII, p. 143.

Program level as a cost center

Expenditures for vocational instructional curricula offered at the following levels: Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

Program area as a cost center

Expenditures for the classification of occupational subject-matter which includes seven major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Office Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

Parts of VEA as a cost center

Expenditures by parts of the VEA as cost centers:

Part A Disadvantaged

STATE PROGRAMS

Part B1	Secondary
Part B2	Postsecondary
Part B3	Adult
Part B4A	Disadvantaged
Part B4B	Handicapped
Part B5	Construction
Part B6	Guidance and Counseling
Part B7	Contracted Instruction
Part B8	Ancillary Services

RESEARCH (STATE)

Part C1	Research Coordination
Part C2	New Grants
Part C3	Continuing Projects

EXEMPLARY (STATE)

Part D1	Disadvantaged
Part D2	Handicapped
Part D3	New Projects
Part D4	Continuing Projects

CONSUMER AND HOMEMAKING

Part F1	Depressed Areas
Part F2	Disadvantaged
Part F3	Handicapped
Part F4	Other

COOPERATIVE

Part G1	Employer Reimbursement
Part G2	Disadvantaged
Part G3	Handicapped
Part G4	Other

WORK STUDY

Part H1	Administration
Part H2A	Disadvantaged
Part H2B	Handicapped
Part H3	Other

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Sources of funds as a cost center

Expenditures reported using source of funds as a cost center. Revenue includes sources from the intermediate governmental units such as counties and boroughs, from the state, from the federal government, and from other sources. Project definition.

File 16: WHAT ARE THE STATE EDUCATION AGENCY VOCATIONAL STAFF CHARACTERISTICS?

01 Personal Identification and Health Data

Legal name

The full name of the staff member authorized by law. IV, p. 43.

Social Security number or other identification number

The number assigned to the staff member by the Social Security Administration or the numbers assigned to the staff member by the SEA for identification and record-keeping purposes. These include such numbers as payroll number, employee number, health plan number and retirement number. IV, p. 43.

Sex

Designation as to whether the staff member is male or female. IV, p. 43.

Racial/ethnic background

The racial/ethnic origin of the staff member according to the following five classifications used by the Office for Civil Rights of the U. S. Department of Health, Education, and Welfare: Black/Negro, American Indian or Alaska native, Asian (Oriental) or Pacific Islander, Caucasian, and Hispanic. Project definition.

Date of birth

The month, day, and year of the staff member's birth. IV, p. 43.

Place of birth

The local government unit (e.g., city, county, township) and state, U. S. Possession, or foreign country in which the staff member was born. IV, p. 43.

Military service status

The nature of previous and current service of the staff member in the armed forces, including type of discharge or separation, date of active service, veteran's privileges, and current military status, if any. IV, p. 43.

Citizenship status

The nature of the staff member's citizenship status within the United States. IV, p. 44.

Marital status

Entry indicating whether the staff member is currently single or married, based on Internal Revenue Service definitions. IV, p. 44.

Tax information

Data necessary to comply with applicable federal, state, and local income and wage tax withholding regulations. IV, p. 44.

Permanent home address

The house number, hotel name and room number, or apartment house name and apartment number; name of the street, subdivision, or RFD number; city; state; and zip code where the staff member currently lives. IV, p. 45. (adapted)

Other address

The address of any other place where the staff member is employed (if he is willing to release the information). IV, p. 45. (adapted)

Telephone numbers (home/other)

Each telephone number, including area code and extension (if applicable), at which the staff member may be reached. IV, p. 45. (adapted)

Emergency information

The name, address, and telephone number of the person or persons to be notified in case of an emergency involving the staff member. Data concerning a member of the staff member's immediate family (e.g., minister, physician) may be recorded here. IV, p. 45. (adapted)

Date of last health examination

The month, day, and year (as indicated by a physician) when the most recent health examination or health test was completed for the staff member for employment purposes. IV, p. 45.

Results of last health examination

Results of the staff member's last health examination or health test as disclosed by a physician and required and permitted by law or regulation for employment purposes. IV, p. 45.

Physical disabilities or limitations

Data indicating verified physical disabilities or limitations of the staff member which need to be recognized in making activity assignments. IV, p. 46.

Immunization record

Data provided by a qualified person describing those immunizations received by the staff member which are required by law or regulation for employment purposes. IV, p. 46. (adapted)

Personal injuries

A description of each injury to the staff member during the official performance of duties; the date, time, and location of each accident; names of any witnesses; the date of filing claims under insurance plans; and any other information as required by local and state regulations. IV, p. 46.

Other health data

Any data concerning the staff member's health which are not provided in the above data elements and which are required by law or regulation for employment purposes. IV, p. 46.

SEA name and code

Any appropriate standardized title and code for statewide use. Project definition.

02 Educational Characteristics

Highest year of education completed

The number of descriptive term indicating the highest year of formal education completed by the staff member. IV, p. 46.

Type and name of certificate(s), diploma(s) and/or degree(s) earned

The type and specific name of each degree, certificate or diploma earned by the staff member. IV, p. 47. (adapted)

Institution at which each certificate(s), diploma(s), and/or degree was earned

The name of the school, technical institute, college, university, or other educational institution at which the staff member received his/her education. IV, p. 47. (adapted)

Date each certificate, diploma, or degree earned

The month and year in which the staff member earned each degree, certificate or diploma. IV, p. 47. (adapted)

Additional credits earned beyond last degree

Any additional credit, in semester hours (or quarter hours converted), earned by the staff member beyond his last degree. The subject matter of the course(s) and the year in which the credit was earned should be specified. IV, p. 47. (adapted)

Academic awards and honorary degrees

The name of any academic awards or honors (e.g., membership in Phi Beta Kappa, graduation cum laude) or honorary degress which the staff member has received. The name of each award and honorary degree and the institution granting each degree should be specified. IV, p. 47.

Major field of undergraduate study

The descriptive name of each major area of specialization completed by the staff member in undergraduate and graduate study. In the case of professional or administrative certification, each of these areas should be recognized as a "major" by each state in terms of the applicable state laws and regulations governing certification. IV, p. 48. (adapted)

Number of credit hours in major field

The number of semester hours of credit (or quarter hours converted) earned by the staff member in each recognized major. Quarter hours are converted to semester hours on the basis that three quarter hours are equal to two semester hours. IV, p. 48. (adapted)

Minor field of undergraduate study

The descriptive name of each minor area of specialization completed by the staff member in undergraduate. In the case of professional or administrative certification, each of these areas of specialization should be recognized as a "minor" by each state in terms of the applicable state laws and regulations governing certification. IV, p. 48. (adapted)

Number of credit hours in minor field

The number of semester hours (or quarter hours converted) of credit earned by the staff member in each minor. IV, p. 48.

Number of credit hours in professional education

The number (if any) of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate professional education courses. IV, p. 48. (adapted)

Number of credit hours in administration

The number of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate hours of administration education courses. IV, p. 48. (adapted)

Number of credit hours in supervision

The number of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate hours of education supervision courses. IV, p. 48. (adapted)

Number of credit hours in history and philosophy of vocational education

The number (if any) of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate hours of History and Philosophy of Vocational Education courses. IV, p. 48. (adapted)

Number of credit hours in occupational analysis and curriculum construction

The number (if any) of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate hours of Occupational Analysis and Curriculum Construction courses. IV, p. 48. (adapted)

Number of credit hours in planning and organizing of vocational education

The number (if any) of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate hours of Planning and Organizing of Vocational Education courses. IV, p. 48. (adapted)

Number of credit hours in internship in teaching, supervising, or administration

The number of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate hours of Internship in Teaching, Supervising, or Administration courses. IV, p. 48. (adapted)

Number of credit hours in psychology

The number of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate hours of Psychology education courses. IV, p. 48. (adapted)

Number of credit hours in sociology

The number of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate hours of Sociology education courses. IV, p. 48. (adapted)

Number of credit hours in economics

The number of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate hours in Economics education courses. IV, p. 48. (adapted)

Number of credit hours in other areas

The number of semester hours (or quarter hours converted) of credit earned by the staff member in recognized undergraduate and graduate hours in other areas of education courses. IV, p. 48. (adapted)

03 Inservice Education/Training Experiences

Type of inservice activity

Any educational study or training program sponsored by the staff member's employer and completed during the staff member's period of employment. Inservice education, as defined in this handbook, is a program of systematized activities promoted or directed by the staff member's employer that contributed to the professional or occupational growth and competence of the staff member during his time of service. IV, p. 48. (adapted)

Institution/agency offering activity

The name of the institution or company (e.g., a local school system or private firm), the agency (e.g., the state education agency, the county government, or health department), or the organization (e.g., the Red Cross or an employee organization) which offered the inservice education completed by the staff member. IV, p. 48.

Date and duration of activity

The year in which the inservice activity was completed by the staff member and the duration of the activity. IV, p. 48.

Award/certificate or credit received on completion

The award (e.g., promotion, additional salary, certificate of completion), if any, given the staff member upon completion of the inservice activity. IV, p. 49. (adapted)

04 Educational Experiences

The data on the staff member's general educational background, qualifications, and experience or employment. The combination of these data categories provides the SEA administrator with the information necessary (1) to assign the staff member to an activity for which he or she is qualified, and (2) to carry out manpower plans and fill future staffing needs. IV, p. 46. (adapted)

Number of years prior teaching experience

Data about the staff member's employment with other SEAs or educational institutions prior to current employment. IV, p. 50. (adapted)

Number of years prior vocational education teaching experience

The actual number of years that an instructor taught under the general category of vocational education. Includes teaching of occupational manipulative skills, theory, technical information, communication skills, et al. Project definition.

Grade level(s) taught

The actual grade(s) in which students were enrolled at the time that the vocational education teaching was engaged in by the instructor. Includes elementary grades, middle school grades, junior high school grades, high school grades, post-high school grades and ungraded instruction provided for youth, adults, apprentices, school drop-outs, others. Project definition.

Number of years prior supervisory/administrative experience

The number of school years and/or part thereof in which the individual was engaged in activities of a supervisory/administrative director, administrator, dean, division director, department head, et al. Project definition.

Number of years prior experience in other education-related areas

Refers to such activities as are included in curriculum development, industrial coordination, preparation of audio-visual materials, maintenance of transportation system, data processing of educational information, et al. Project definition.

Area(s) of vocational education experience

Refers to the broad areas of activity within vocational education having to do with trades and industries, agriculture, distribution, business, health and allied areas, supervisory development training, apprenticeship and others. Project definition.

Name of agency or institution in which prior experience was acquired

The name, location and official application of the institution or agency. Includes public or private schools, proprietary schools, industrial schools, apprenticeship organizations, M.D.T.A., CETA, the military, or other. Project definition.

Dates of employment for each prior agency/institution

The approximate starting month and year and the final month and year of the employment by schools, agencies, or other affiliations. Includes public, private, proprietary schools, state apprenticeship agencies, community colleges, technical institutes, four-year collegiate activity, et al. Project definition.

05 Work Experience (Outside of Education)

Data about the staff member's prior employment in work not associated with an educational institution. IV, p. 51. (adapted)

Number of years work experience

A cumulative total expressed in years (e.g., 3 years, 2.5 years) of employment with an educational institution. IV, p. 51. (adapted)

Number of years work experience (outside of education) in specified vocational areas

The approximate number of years, or fractional part of a year, of work experience in a specified occupational area. Includes jobs held and experience obtained in the areas of agriculture, distribution, trades and industries, technical occupations, health and allied occupations, et al. Project definition.

Name of organization(s) in which prior work experience was acquired

The listing of firms, concerns, businesses, agencies, organizations with which the staff member acquired the experience, expressed in years and fractional parts of a year. Project definition.

Dates of work experience for each prior organization

The inclusive dates of each of the staff member's employment periods (outside of education) prior to current employment. Project definition.

Current employer (if dually employed)

Refers to the work done for an employer external to the vocational school or program, at the present time, i.e., the name of the employer for whom an evening school instructor works during the regular day time. Project definition.

06 Credential(s) Held

Data on each active certificate, license, permit, or other credential held by the staff member which are significant in terms of assignment. IV, p. 49.

Name of certificate/license held

The complete title or name, including identification number, of each active teaching certificate held by the staff member. IV, p. 49. (adapted)

Grade/class of teaching certificate held

Refers to the description of the teaching certificate earned by the individual and issued by the State Certification agency. Includes temporary, emergency, full certification; also certification by subject matter and vocational area such as related subjects instructor, automotive instructor, instructor of printer's English, *et al*. Project definition.

Occupation(s) licensed

The license held by the vocational education instructor which permits him to involve students in community type projects.

Includes licenses that must be held by vocational instructors of plumbing, electricity, cosmetology, licensed practical nursing, etc. Project definition.

Type(s) of license(s) held

Refers to the licenses held by the school/instructor which enables the instructor to involve students in "customer work." For example, the cosmetology instructor must be licensed in order to invite customers (the public) into the salon for hair styling; plumbers, electricians and automobile mechanics must be licensed in most states in order for customer work to be included in the experiences of "real work" to be provided students within the organized curriculum experiences. Project definition.

Date of issuance of certificate/license

The month, day, and year each active teaching certificate/license was issued to the staff member. IV, p. 49. (adapted)

Issuing agency

The name of the agency (e.g., State Department of Education or Board of Cosmetology) which issued each active teaching certificate/license held by the staff member. IV, p. 49. (adapted)

Date of expiration

The month, day, and year when each active teaching certificate/license held by the staff member will expire. When the certificate/license is renewed, the expiration date of the new certificate/license is recorded. IV, p. 49. (adapted)

Curricula authorized by credentials

The descriptive name or title of each course or subject the person is authorized to teach by each active credential held. VII, p. 124. (adapted)

Program level authorized by credentials

The instructional level or levels within which teaching service is authorized by each active credential held. VII, p. 124. (adapted)

07 Employment History

Date of initial employment

The month, day, and year when the staff member first entered into employment. IV, p. 79. (adapted)

Number of years of employment in SEA

The number of calendar months expressed as years or fraction of a year for which the staff member is employed by the State education agency. Months should be reported to the nearest year.

For staff members employed for short periods of time, such as in adult education programs or in training programs, number of weeks may be a more practical record entry. VII, p. 120. (adapted)

Number of years in current assignment

The total number of years that the staff member has been functioning in the current assignment. IV, p. 79.

08 Employment Status

The circumstances under which the staff member serves the SEA. IV, p. 79. (adapted)

Probationary

The employment status of a staff member who is employed, preliminary to being placed on tenure status upon satisfactory performance over a stipulated period of time. IV, p. 79. (adapted)

Temporary

The employment status of a staff member who is employed on a per diem basis year-to-year, term-to-term, or day-to-day. IV, p. 79.

Permanent

The employment status of a staff member whose employment is not subject to discontinuance by the governing authority except by due process. IV, p. 79. (adapted)

Other

The employment status of a staff member who is not on probationary, temporary, tenure, or permanent status. Examples of staff members having this status are those on contracts with no tenure arrangements, those long-term substitute staff members who serve in the capacity of regular staff members but whose service does not qualify them for tenure, and those staff members who have been suspended. IV, p. 79. (adapted)

09 Contractual Status

Annual contract

A contract covering a period of one fiscal year. IV, p. 80.

Multi-year contract

A contract covering a period of two or more consecutive years. IV, p. 80.

Continuing contract

A contract which continues automatically from year to year without action on the part of the governing authority, but which may be terminated through appropriate action on the part of the parties involved. IV, p. 80.

Volunteer/no contract

An agreement under which the staff member provides services and conforms to the regulations of the SEA, but does not receive remuneration. No formal contract exists. IV, p. 80. (adapted)

Other arrangements

A contract or agreement other than those described above, such as a letter of intent or an unwritten agreement. IV, p. 80. (adapted)

10 Salary or Wage Status

Data about the annual contractual salary, wage, or wage rate expected to be paid to the staff member for the period of employed time during the current school year. If an instructional staff member such as a teacher, librarian, or counselor is employed for both the regular school term and the summer school term, a separate entry should be made to indicate the amount expected to be paid the staff member for each term. IV, p. 80. (adapted)

Contract salary or wage

The contractual salary or wage, before deductions, expected to be paid to the staff member during the current school year. IV, p. 80.

Other salary or wage

The amount of money before deducations expected to be paid to the staff member during the current school year for such activities as extra duty and overtime. IV, p. 80. (adapted)

Other types of compensation

Any non-monetary compensation (e.g., a car allowance, use of a rent-free house, free meals while at work) which a staff member receives as part of the total compensation. The type of compensation should be specified. IV, p. 80.

11 Type of Remuneration

Per diem

Remuneration based on a daily rate. Generally does not provide fringe benefits and other associated benefits. Project definition.

12 months

Refers to the 12 equal monthly salary checks that are paid to vocational instructors, whether or not the individual works the full 12 months. Includes those that work 11 months and have one mouth vacation. Project definition.

10 months

Refers to the vocational education personnel who are paid a year's salary in 10 equal payments; also those that are employed at a monthly rate for 10 months and are rendered unemployed 2 months in the year. Project definition.

Other

Any type of remuneration not classified above. Project definition.

12 Insurance Status

Data concerning the staff member's membership in an insurance plan for which the SEA has accounting responsibilities. IV, p. 81. (adapted)

Health insurance

Data about the staff member's membership in a health insurance plan for which the SEA has accounting responsibilities. This category would include regular hospital and surgical benefits as well as major medical coverage. IV, p. 81. (adapted)

Life insurance

Data about the staff member's membership in a life insurance plan for which the SEA has accounting responsibilities. IV, p. 81.

Other insurance

Data on the staff member's membership in other insurance plans (e.g., liability, disability, dental insurance) for which the SEA has accounting responsibilities. At the discretion of the local administrator, this cateogry may be expanded to contain data elements appropriate to the type of insurance, similar to the elements under health insurance and life insurance. IV, p. 81. (adapted)

13 Retirement Information

Type of program

The specific kind of retirement program (e.g., a state annuity program) in which the staff member has membership. IV, p. 82. (adapted)

Contribution

The amount which the staff member contributes each pay period to the SEA's retirement program. IV, p. 82. (adapted)

Options

The retirement plan option (e.g., normal retirement, postponed retirement, early retirement, vested retirement, reduced pension, survivors benefits), which the staff member has selected. The various options would depend upon the individual SEA, and the descriptive terms entered should be specified for consistency by the local administrator. IV, p. 82. (adapted)

14 State Employment Service Status

Full-time

A staff member whose total current assignments, regardless of their classification, require his or her services throughout the school term for at least the number of hours equal to the hours in a regular school day. IV, p. 82.

Part-time

A staff member whose total current assignments require less than his full-time services. A part-time staff member may be employed full-time for part of the school term or part-time for part or all of the school term. IV, p. 82.

Other

Refers to those employees that do not provide services on a regular or part-time basis. Includes the occasional visits of an M.D., psychological examiner, social worker, apprentice coordinator (labor department) et al. Project definition.

15 Leave Status

Data on any legitimate absence of the staff member from duty assignment. The amount of leave allowed, amount of leave accumulated, amount of leave taken, date of leaving, and anticipated date of return should be recorded under the appropriate items. IV, p. 83. (adapted)

Sick leave

Leave permitted staff members for illness. IV, p. 83.

Personal leave

Leave permitted staff members for personal reasons, including emergency circumstances. IV, p. 83.

Annual leave

Leave which may be taken by the staff member during the school year through authorization. Annual leave is exclusive of sick leave. Some or all accumulated annual leave may or may not be carried forward from one school year to the next, depending upon SEA regulations. IV, p. 83.

Other

Leave for reasons other than those listed above. Such leave should be specified. IV, p. 83.

16 Staff Career Development

These data relate to the staff member's performance and growth in his current assignment. In addition to providing an element for evaluation of performance, this dimension describes factors, such as the need for additional training or experience, which bear upon an administrator's decision to promote or transfer the staff member. IV, p. 83. (adapted)

Quality of performance

Data pertaining to the degree of effectiveness with which the staff member functions relative to goals and objectives which are mutually determined and evaluated. There are numerous criteria and methods for evaluation in current use in SEAs; the choice of which criteria and method to use in evaluating various occupational levels of staff members is left to the discretion of the local administrator according to school board policy and state regulation. IV, p. 83. (adapted)

Transfer or promotion position

Indication of these positions within the SEA which are within the potential ability level of the staff member by virtue of experience, training, and general overall capability. Potential positions should be described thoroughly, including the job classification and function/program area. IV, p. 84. (adapted)

Readiness for greater responsibility

The degree to which the staff member's capabilities would permit successful performance in an assignment of greater responsibility. IV, p. 84. (adapted)

Career development needs

Description of the exposure and preparation required by the staff member to be ready for a specified future assignment. IV, p. 84.

17 Separation History

Separation involves the severance of the employment relationship between the staff member and the SEA. This dimension is used to detail the conditions under which the staff member and the SEA terminate their employment relationship. (In the case of discharge, it is extremely important that the local administrator comply with state and local regulations regarding procedures and documentation.) The categories of voluntary and involuntary separation are subdivided into specific reasons for termination which may provide valuable data for personnel administration. Data on the staff member's eligibility for re-employment are also maintained for future planning purposes. IV, p. 85. (adapted)

Types of separation

Volunteer separation (resignation)
Involuntary separation
Separation by mutual agreement
Separation by death
Retirement
Other (i.e., curriculum discontinued)
IV. p. 85. (adapted)

Reason for separation

The reason for termination of the employment relationship. In the case of voluntary separation, the reason is usually supplied by the departing staff member. The local administrator should supply the appropriate data in case of involuntary separation. Details of retirement are usually maintained by the retirement agency, generally an agent of the state. IV, p. 85.

Eligibility for re-employment

The degree of satisfaction with staff member's past performance. IV, p. 86.

18 Position Assignment (FTE Allocation)

Commissioner/Superintendent assignment

This is the assignment of the individual usually identified as the Commissioner of Education for the state, or the State Superintendent of Public Instruction. Project definition.

Deputy/Associate Commissioner/Assistant Superintendent assignment

Refers to the assignment of individuals in second echelon positions to the State Superintendent of Public Instruction or the Commissioner of Education. Project definition.

Division Director/Chief assignment

Refers to the assignment of individuals who head up significant segments or major thrusts of the state education agency. Project definition.

Bureau Head/Chief assignment

Depending upon the organization of a state educational agency, these are the individuals who are assigned the responsibility for either a Bureau within a division, or a division within a bureau, or a bureau without reference to a division at all. Generally, a bureau is responsible for a cluster of related tasks. Project definition.

Department/Office Director assignment

The use of these words "office" and "department" may mean the assignment of the responsibility for the entire state agency, i.e., Department of Education, or may mean a department of special study within a bureau or a division or an "office." There is no general usage of the terms. Project definition.

Assistant Division Director/Chief assignment

Assignment to a position in the second echelon to the Division Director or Chief of the Division. Project definition.

Chief Consultant/Supervisor assignment

This is the assignment of the individual who is responsible for a particular vocational education activity, i.e., vocational agriculture, vocational homemaking, etc. and whose responsibilities for supervision and whose knowledge in the subject matter area are related to the specific field of vocational education. Project definition.

Consultant/Supervisor assignment

An assignment to a position in the second echelon to the chief consultant. Project definition.

Assistant Bureau Head/Chief assignment

An assignment to a position in the second echelon to the Bureau Head or Bureau Chief. Project definition.

Program Supervisor/Coordinator assignment

Refers to the assignment of the individual whose responsibilities are closely associated with providing help to instructors of special vocational education activities. Includes supervision and/or coordination of distributive education, vocational agriculture, cooperative vocational education, et al. Project definition.

Administrative Intern assignment

An assignment to perform activities as part of an internship plan involving supervision and periodic evaluation of the employee. IV, p. 53.

Administrative Aide assignment

An assignment to perform activities assisting an executive officer in performing his assigned activities in the SEA. IV, p. 53. (adapted)

Curriculum Specialist assignment

An assignment to a staff member who has expertise in a specialized field to provide information and guidance to other staff members to improve the curriculum of an SEA. This assignment would include the curriculum consultant and curriculum supervisor. IV, p. 54. (adapted)

Librarian/Media assignment

An assignment to provide professional library science services such as selecting, ordering, cataloging, processing, and circulating all media; planning the use of the media center by board members, staff members, and others; participating in staff planning for the use of all media; and guiding board members, staff members, and others in the use of the media program in schools or community service activities. VII, p. 113. (adapted)

Library/Audio Visual Aide assignment

An assignment of the individual(s) to activities and responsibilities such as the task of assembling, cataloging, distributing and accounting for instructional resources which include such materials as reference books, occupational journals, audio materials and equipment, and video materials and equipment. Project definition.

Teaching assignment

An assignment to instruct pupils or students. The assignment may be in course or noncourse instructional situations. The teaching assignments of such staff members as classroom teacher, television teacher, professor, instructor, instructor-coordinator, teacher-educator, and itinerant instructor are classified here. VII, p. 115.

Accounting assignment

An assignment which involves the recording, classifying, and summarizing of data in terms of money, students, personnel, and property and interpreting the results thereof.

The activities of such staff members as accountant, cost benefit analysis accountant, and project control accountant are classified here. VII, p. 112.

Analyst assignment

An assignment to perform activities involving the evaluation of alternatives which are relevant to defined objectives, based on judgment, and, whereever possible, on quantitative methods; develops data processing procedures for application to electronic data processing equipment.

The systems analysis assignment of such staff members as systems specialist, systems analyst, systems coordinator, and associate computer systems analyst are classified here. VII, p. 111. (adapted)

Auditing assignment

An assignment to check the sources of information and the adequacy and accuracy of a set of accounting records. This involves the examination and verification of accounts and records.

The assignments of such staff members as auditor (designated program area), chief auditor, auditor of public accounts, supervising accounts examiner, audit review analyst, and field auditor are classified here. VII, p. 112.

Bookkeeping assignment

An assignment to keep a systematic record of business transactions and to prepare financial statements.

The assignments of such staff members as bookkeepers are recorded here. VII, p. 112.

Purchasing assignment

An assignment to perform activities in connection with acquiring property, supplies, materials, and services.

The purchasing assignments of such staff members as chief of procurement and supply, purchasing agent and procurement officer are classified here. VII, p. 112.

Evaluation assignment

An assignment involving the process of ascertaining or judging the value or amount of an action or an outcome by careful appraisal of previously specified data in light of the particular situation and the goals and objectives previously established. VII, p. 91 (adapted)

Personnel assignment

An assignment to administer the personnel management program of the agency. This consists of such activities as recruiting staff members, staff accounting, staff placement, staff transfer, and implementation of promotion policies. VII, p. 112.

Planning assignment

An assignment which includes the selection or identification of the overall, long-range goals, priorities, and objectives of the agency, and the formulation of various courses of action in terms of identification of needs and relative costs or benefits for the purpose of deciding on courses of action to be followed in working toward achieving those goals, priorities, and objectives. VII, p. 89. (adapted)

Research assignment

An assignment for systematic study and investigation in some field of knowledge, undertaken to establish facts or principles. VII, p. 90. (adapted)

Development assignment

An assignment to activities concerned with the evolving process of utilizing the products of research and considered judgment in the deliberate improvement of educational programs. VII, p. 90. (adapted)

Stores handling assignment

An assignment to receive, store, and dispense supplies, materials, and equipment. VII, p. 112.

School direction and management assignment

An assignment to perform the professional activities of administering a school.

The school direction and management assignments of such staff members as superintendent of school for blind, elementary or secondary school principal, president of a college or university, director of a community college or technical institute, and administerative dean are classified here. VII, p. 114.

Assistant school direction and management assignment

An assignment to assist the principal or superintendent of a school in performing the activities of directing and managing a school.

The assistant school direction and management assignments of such staff members as assistant superintendent of school for blind, assistant principal, vice principal, and assistant dean are classified here. VII, p. 114.

Statistician assignment

An assignment to perform activities dealing with the collection, aggregation, analysis, and presentation of masses of numerical data. Project definition.

Technical assignment

An assignment which relates to a particular field of technical specialization other than education.

The assignments of such staff members as programmer, television program director, technical writer, media technician, media aide, and computer operator are classified here. VII, p. 117.

Computer operator assignment

An assignment to operate and control computers and related peripheral equipment. IV, p. 56. (adapted)

Machine data processing assignment

An assignment to collect and organize data, convert data to machine-usable form, and prepare financial, property, student, personnel, and statistical reports with machine data processing equipment.

The machine data processing assignments of such staff members as director of automatic data processing services, programmer, tabulating equipment operator, computer operator, and chief of machine operations are classified here.

The assignments of clerical and other staff members assigned to perform centralized machine data processing services are also classified here. VII, p. 112. (adapted)

Certification assignment

An assignment to review and evaluate the training and experience of applicants for professional employment credentials, in accord with policy or legal requirements established by appropriate State authority or by State constitutional or legislative provisions.

The certification assignments of such staff members as supervisor of certification, director of teacher certification and preparation, director of professional certification, certification specialist, staff specialist for certificated personnel, supervising certification analyst, and certification specialist are classified here. VII, p. 114.

Public relations assignment

An assignment to plan and conduct public information programs designed to generate public awareness and support through such media as magazines, newspapers, radio, and television; to participate in community and civic programs; and to edit material and direct preparation of agency publications.

The public information assignment of such staff members as director of public information, assistant superintendent for school-community relations, and publicity specialist are classified here. VII, p. 114.

Accreditation assignment

An assignment to review and evaluate an organizational unit (e.g., a school system, a school, or a program of studies) to certify that the organizational unit complies with the legal requirements or prescribed standards for the operations of such units. VII, p. 114.

Information services assignment

An assignment to answer inquiries and to provide information regarding agency activities and the location of departments, offices, and employees within the agency.

The information services assignments of such staff members as receptionist and director of public information are classified here. VII, p. 114.

Clerical assignment

An assignment to such activities as preparing, transferring, systematizing, and preserving written communications and records, and operating such mechanical equipment as bookkeeping machines, key-punch machines, duplicating machines, and tabulating machines. The clerical assignments of such staff members as clerk, stenographer, typist, secretary, and office machine operator are classified here. VII, p. 115.

Communication assignment

An assignment of a technical or professional nature in any of the communication media such as television, radio, and newspapers. VII, p. 112.

Mail control assignment

An assignment to route mail, prepare outgoing materials for mailing, and maintain internal written communication systems. The mail control assignments of such staff members as supervisor of mail control, mail sorter, and mail clerk are classified here. VII, p. 113.

Records management assignment

An assignment to establish and maintain an adequate and efficient system for management of the records of the agency. This includes the provision for filing systems and techniques (including microfilming), archival facilities, and ultimate disposal of records. VII, p. 113.

Legislative liaison assignment

An assignment to coordinate with the State legislature in the preparation of educational legislation, to provide information to legislative committees and members, and to testify before such committees. Many of these same activities would apply to coordination with Congress at the Federal level. VII, p. 113.

Architectural and engineering assignment

An assignment to design and prepare plans and specifications for the construction, remodeling, or repair of buildings and facilities, and to oversee construction to insure compliance with plans and specifications. . . . VII, p. 113.

Historian assignment

An assignment to write, edit, collect, verify, classify, and organize historical documents and materials. VII, p. 113.

Graphic arts assignment

An assignment to plan and arrange art layouts, using sketches, pictures, or diagrams to illustrate educational programs or processes for publication, demonstration, and more effective communication.

The graphic arts assignments of such staff members as graphic artist, illustrator, staff artist, visual aid illustrator, staff photographer, and graphic arts program specialist are classified here. VII, p. 113.

Editorial assignment

An assignment to select, write, and review materials for publications; to plan layout and supervise editorial staff of publications devoted to activities of institutional organizations, professional groups, or fields of knowledge; to prepare news releases, special brochures, and similar materials.

The editorial assignments of such staff members as director of publications, editorial consultant, and editorial assistant are classified here. VII, p. 114.

Publications assignment

An assignment to publish printed materials by one or more of several processes, including linotype, phototype, duplicating machine, and varitype, and to assemble and distribute printed materials.

The publication assignments of such staff members as director of publications, supervisor of printing shop, supervisor of duplicating and printing, publications writer, publications coordinator, publications distributor, and multilith operator are classified here. VII, p. 114.

19 Scope of Current Assignment(s)

Out-of-state

The assignment consisting of activities which are primarily outside the State boundaries. This assignment would consist primarily of activities carried on in the coordination with agencies of other States or the Federal Government. VII, p. 116.

Statewide

The assignment consisting of activities which extend or apply to all of the schools in the State or to all of the schools in the State at such instructional levels as the activities may apply. VII, p. 116.

Regional-in-state

The assignment consisting of activities which apply to a region of the State or to more than a single school or supporting services facility, but which are not statewide in their application. VII, p. 116.

Local

The assignment consisting of activities which apply to a specific locality or to a single school or supporting services facility in the State, but which are neither statewide nor regional in their application. VII, p. 116.

Internal

The assignment concerned with services provided to general management and to the operational units and personnel of the State education agency. VII, p. 116.

Other

The assignment pertaining to a scope of service not classifiable above. Project definition.

20 Activity Allocation (FTE Allocation)

Agency-wide policy development activities

Activities concerning policy formulation regarding the mission and operation of the State education agency. VII, p. 85. (adapted)

Agency-wide policy implementation activities

Activities involving the carrying out, either directly or by delegated authority, of those agency-wide policies which have been developed and adopted by the State education agency. VII, p. 87. (adapted)

Internal agency coordination activities

Activities involving the establishment and maintenance of communication channels and accord among the several organizational units within the department.

Organizational patterns vary widely among the several State departments of education. Regardless of the organizational pattern, however, it is essential that personnel in each organizational unit know what is happening in other units in order that all may be working toward the implementation of those policies which have been developed and adopted. VII, p. 87. (adapted)

Coordination with other State agencies activities

Activites concerning the establishment and maintenance of communication channels with other State agencies.

As a part of the State governmental complex, the State department of education does not exist in isolation. It is necessary to constantly coordinate with other State agencies, especially those which have some bearing, either directly or indirectly, upon the educational program of the State. VII, p. 88. (adapted)

Coordination with nongovernmental agencies activities

Activities concerning the establishment and maintenance of communication channels with nongovernmental agencies.

Coordination with agencies and organizations outside the government is an essential activity. This activity should include communication and cooperation with such organizations as parent-teachers' association, State taxpayers' association, State school board association, and State teachers' association. VII, p. 88. (adapted)

Interstate agency relations activities

Those activities pertaining to communication and coordination with the State education agencies in other States. VII, p. 88. (adapted)

Agency federal relations activities

Those essential activities pertaining to communication and coordination with the federal government regarding such matters as funded programs and statistical reporting. VII, p. 88. (adapted)

Agency local relations activities

Those executive level activities which have as their objective better rapport between the State and local educational levels. These activities are not in any way limited to the regulatory functions of the State department of education as required by law. VII, p. 88. (adapted)

Agency public relations activities

Activities concerned with establishing, maintaining, and improving the relations among various elements of the State educational system, and between the educational system and its environment, through personal contact and the use of all information media. VII, p. 88. (adapted)

Agency human rights activities

Those activities directed toward the elimination of want, religious discrimination and racial discrimination, and the furtherance of equal educational and employment opportunities. VII, p. 88. (adapted)

Agency legislative liaison activities

Activities including coordination with the State legislature in the preparation of educational legislation, providing information to legislative committees and members, and testifying before such committees. Many of these same activities would apply to coordination with Congress at the Federal level. VII, p. 88. (adapted)

Agency-wide personnel negotiations activities

Those activities by which the chief executive, when authorized by law or requested by concerned parties, mediates or adjudicates disputes at the local level regarding such matters as tenure, salaries, and working conditions. VII, p. 88. (adapted)

Preservice orientation and training management activities

Activities which are carried out prior to actual employment and which are intended to result in more efficient performance. VII, p. 89. (adapted)

Fellowship, internship and traineeships management activities

Activities concerned with provision, through colleges, universities, or other agencies and institutions, for the improvement of State education agency professional staff. VII, p. 89. (adapted)

Institutes, workshops, conferences and special courses management activities

Activities concerned with the provision of short-term or group experiences for improvement of State education agency staff competencies. VII, p. 89. (adapted)

Other general management activities

Other general management activities not listed and defined above. VII, p. 89. (adapted)

Management of planning, research, development and evaluation activities

Activities concerned with the administration of the specific function of planning, research, development, and evaluation. VII, p. 89. (adapted)

Interagency planning activities

Planning which involves other agencies or organizations, both governmental and nongovernmental, at all levels. VII, p. 89. (adapted)

Agency-wide planning activities

The selection or identification of the overall, long-range goals, priorities, and objectives of the agency, and the formulation of various courses of action in terms of identification of needs and relative costs or benefits for the purpose of deciding on courses of action to be followed in working toward achieving those goals, priorities, and objectives. VII, p. 89. (adapted)

State plan preparation activities

Activities involving the individuals charged with the preparation of the annual and long-range state plan for vocational education for the state. Includes the aggregation of local plans, the review of the local plans, the preparation of the draft for public discussion, etc. Project definition.

Local plan review activities

Activities involving the individuals charged with the responsibility of reviewing local vocational education plans, and to note conformity to law, services to be offered, personnel to be utilized, dollars to be expanded, et al. Project definition.

Curricular research activities

Research activities pertaining to the curriculum, including content, methodology, media, and supporting services. VII, p. 90. (adapted)

Student achievement research activities

Research activities concerning the achievement of students throughout the state. VII, p. 90. (adapted)

School facilities research activities

Research activities concerning school buildings, sites, improvements, and equipment. VII, p. 90. (adapted)

Personnel staffing research activities

Research activities concerning the staffing for educational programs. VII, p. 90. (adapted)

Inservice training and development activities

Any study or training activity such as inservice training completed which has significance to assignments. College preparation for which college credit is earned is not recorded here. Inservice education or training, as defined in this handbook is a program of systematized activities promoted or directed by the State education agency, or approved by the State education agency, contributing to the professional or occupational growth and competence of board members and staff members during the time of their service to the agency. College credit programs are not regarded as inservice education or training. VII, p. 124. (adapted)

Demonstration and dissemination activities

Activities concerned with the establishment and operation of centers, statewide or on a regional basis, for demonstrating the use of the results of research and for bringing about new and improved methods of curriculum development and implementation. Activities concerning the use of all communication media to disseminate the results of study, research, and evaluation to the legislature, the educational community, and the general public. VII, p. 91.

Intra-agency evaluation activities

Evaluation which involves the several organizational units within the State agency. VII, p. 91.

Other research and development activities

Other research development and evaluation activities not defined or explained above. Project definition.

Curricular development activities

Activities designed to aid teachers in developing the curriculum, preparing and utilizing special curriculum materials, and understanding and appreciating the various techniques which stimulate and motivate students. II, p. 41. (adapted)

Agency support services management activities

Management of activities which provide administrative, technical, and logistical support to an agency. II, p. 140. (adapted)

Auditing services activities

Activities concerned with an examination of departmental documents, records, and accounts for the purpose of (1) determining the propriety of transactions, (2) ascertaining whether all transactions have been properly recorded, and (3) determining whether statements drawn from accounts reflect an accurate picture of financial operations and financial status. VII, p. 101. (adapted)

Mail control services activities

Services concerned with the prompt and proper distribution of incoming mail to the various units and personnel within the agency and the prompt and proper dispatch of all outgoing mail. This activity also often entails the responsibility for wrapping or packaging for mailing or shipment. VII, p. 106. (adapted)

Payroll services activities

Activities which involve the establishment and maintenance of adequate records for the payroll pertaining to all full-time and part-time employees of the State education agency. VII, p. 101. (adapted)

Purchasing services activities

Activities concerned with the agencywide purchasing of supplies, equipment, and services for the several organizational units of the agency. This includes establishment of proper and adequate control to check receipt of goods ordered against the purchase orders and the necessary and proper coordination with the financial accounting unit. VII, p. 101. (adapted)

Supply services activities

Services related to the allocation and distribution of supplies and equipment to the various organizational units and personnel of the agency. This usually includes responsibility for maintenance of inventory and storage facilities. VII, p. 101. (adapted)

Personnel management services activities

Activities which carry out the administration of the staff personnel management program of the agency. The activities consist of assignments to perform such activities as recruiting staff members, staff accounting, staff placement, and staff transfer. VII, p. 101. (adapted)

Property management services activities

Activities related to the acquisition, distribution, and maintenance of property within the agency, including inventory control and the establishment and maintenance of a property accounting system. VII, p. 101. (adapted)

Legal services activities

Activities concerned with legal counsel and services to define the relationship between the State education agency and other State departments, and the interpretation of legislation and rulings affecting education. VII, p. 101. (adapted)

Legislative services activities

Activities concerned with such matters as the interpretation and preparation of proposed legislation, maintenance of liaison with the State legislature, and provision of pertinent information to the State legislature. VII, p. 101. (adapted)

Library services activities

Activities associated with establishing and maintaining a professional collection of media pertinent to the needs of the professional staff of the agency. This includes activities such as selecting, ordering, cataloging, processing, and effecting utilization of all media throughout the agency. VII, p. 101. (adapted)

Statistical services activities

Services provided to the staff of the agency in collecting and organizing educational data pertinent to various educational interests, including students, staff, instruction, facilities, and finance. VII, p. 102. (adapted)

Data systems services activities

Services which provide for an orderly arrangement of data and procedures which will produce any desired interrelationship or summation which may be pertinent to reporting or decision-making. VII, p. 102. (adapted)

Machine data processing services activities

Agency-wide services whereby machines and devices are used in the storing of individual items of information in a form by which they may be rapidly and accurately retrieved, processed, and reproduced as single-line items, as lists of items, or in desired combinations with other items. VII, p. 102. (adapted)

Graphic arts services activities

Agency-wide services activities concerned with preparation of pictures, drawings, graphs, or other graphic presentations for illustrative matter in publications or to complement and aid oral presentations. VII, p. 102.

Publication services activities

Services activities which provide a centralized printing or publication service for preparation of administrative and educational material, including typesetting, photowork, duplication, copying, collating, punching, and binding. VII, p. 102. (adapted)

Editorial services activities

Agency-wide services activities in the final preparation of documents for publication. This includes final checking of such matters as format, spelling, and sentence structure. VII, p. 102. (adapted)

Record services management activities

Services activities concerned with the establishment and maintenance of a system for management of agency records, including filing, microfilming, control, and ultimate disposal. VII, p. 102. (adapted)

Teacher education program improvement activities

Activities designed to improve the programs of professional development of teachers, both beginning teachers and those in service, through improved services on higher education campuses and in the local areas. VII, p. 103. (adapted)

Student teacher program improvement activities

Activities and responsibilities intended to improve and upgrade student teaching experiences and programs. VII, p. 103. (adapted)

Other teacher education improvement activities

Any other activities, not listed and defined above, designed to improve the professional development of teachers. VII, p. 103. (adapted)

Public school approval, accreditation, licensing and chartering activities

Activities of the State education agency concerned with standards for regulating the approval, establishment, and operation of public schools within the State. This includes activities such as: the application and enforcement of standards prescribed by law or regulation, the development and application of rules and regulations as mandated by law, and the establishment of accreditation that may exceed basic approval. VII, p. 103. (adapted)

Nonpublic school approval, accreditation, licensing and chartering activities

Activities of the State education agency concerned with standards for regulating the approval, establishment, and operation of nonpublic schools within the State. This includes activities such as: the application and enforcement of standards prescribed by law or regulation, the development and application of rules and regulations as mandated by law, and the establishment of accreditation that may exceed basic approval. VII, p. 103. (adapted)

Public school personnel certification and licensing activities

Activities concerned with the regulation of the work force of public schools within the State. This includes activities such as teacher certification and licensing of school bus drivers and school food service workers. VII, p. 104. (adapted)

Nonpublic school personnel certification and licensing activities

Activities concerned with regulation of the work force of nonpublic schools within the State. This includes activities such as teacher certification and licensing of school bus drivers and school food service workers. VII, p. 104. (adapted)

Nonschool personnel certification and licensing activities

Activities concerned with certification and licensing of personnel employed in other than education occupations. VII, p. 105. (adapted)

Direct assistance to local personnel in preservice orientation and training activities

Activities of the State education agency designed to give direct assistance to local agency personnel and schools in recruitment and training of new personnel prior to actual assignment. VII, p. 105. (adapted)

Direct assistance to local personnel in providing fellowships/traineeships/internships activities

Activities and responsibilities of the State education agency designed to assist in providing fellowships, traineeships, and internships to the staff of local education agencies. VII, p. 105. (adapted)

Direct assistance to students in providing scholarships and work study opportunities activities

Activities and responsibilities of the State education agency in providing aid, both financial and otherwise, through scholarships, to qualified students for the purpose of encouraging and enabling them to continue their education. VII, p. 105.

A school program designed to provide employment for students who could not continue in school without the financial support provided through a job. The employment may or may not be curriculum related. (Cooperative Programs provide work experience specifically related to the student's instructional program. The student's on-the-job training is an integral part of his total school curriculum.) VII, p. 106. (adapted)

Educational media services activities

Any devices, content materials, methods, or experiences used for teaching and learning purposes. These include printed and non-printed sensory materials. VII, p. 106.

Transportation services activities

Services provided by the state agency with its employed personnel, in connection with transportation to be provided students and others in the schools of the state. Includes transportation to and from school for regular students, handicapped students, instructors to and from homebound students, et al. Project definition.

Vocational rehabilitation services activities

Services associated with determining the extent of disability, and preparing disabled persons for remunerative employment through diagnosis, guidance, physical restoration, training, and placement. VII, p. 107. (adapted)

Civil preparedness services activities

Services associated with Federal or State training programs designed to provide adequate civil preparedness against loss of life or property due to war or natural causes. VII, p. 107. (adapted)

Budget review and audit service activities

Services provided by the State education agency in reviewing budgets and auditing the accounts of local school districts. VII, p. 107. (adapted)

Operation of special schools activities

Refers to the activities engaged in by the state agency and related to special vocational education schools. Such schools would include those for the disadvantaged, the handicapped or other. Project definition.

Operation of postsecondary schools activities

These are the activities associated with administration, supervision, financing and equipping vocational education in particular types of institutions. The activities include such other matters as public information, building planning, equipment selection, recruitment of students, et al. Project definition.

Operation of career education center activities

Activities associated with the provision of administration, supervision, and instruction designed to provide (within a center) for orientation, occupational information, "hands-on" experiences and skills training. Project definition.

Operation of area service center activities

Activities associated with the provision of administration, supervision, and instruction in a center that has been designed to serve a region (or area) with programs to prepare and upgrade workers on a short-term basis. Project definition.

Operation of adult education institution activities

Activities associated with the provision of administration, supervision, and instruction in an adult education institution that has been designed to serve a city, town, or region with programs to prepare and upgrade adults for the world of work. The adult center if generally a special kind of center, that addresses itself entirely to the needs of adults, and provides them with special kinds of instruction that may include preparatory,supplementary or apprenticeship training, supervisory development training and literacy training. Project definition.

Operation of area vocational schools activities

Refers to the administration, supervision and instruction required to conduct vocational activities in a specially operated area vocational center, the wing of a building or aggregation of curriculums (five or more) in a comprehensive high school, a technical institute or the occupational segment of a community college. The definition used by the U. S. Office of Education includes all of the above as area vocational schools. Project definition.

Other school operation activities

Refers to the conduct of vocational education in any other type of school facility for such purposes as training the disadvantaged, handicapped, out-of-school youth, prison inmates, et al. Project definition.

Management and distribution of VEA financial grants activities

Activities concerned with the administration of the specific function of distribution of resources. VII, p. 99. (adapted)

Allocation and distribution of VEA financial grants activities

Activities concerned with the allocation and distribution of VEA financial grants. Project definition.

Allocation and distribution of State financial grants and subsidies activities

Activities involved in the allocation and distribution of any type of State grants or subsidies. VII, p. 99. (adapted)

Allocation and distribution of other financial resources activities

Activities involved in the allocation and distribution of any financial resources other than those listed and defined above. VII, p. 99.

Allocation and distribution of materials and equipment activities

Activities involved in the allocation and distribution of all kinds of material resources, including both materials and equipment. VII, p. 99. (adapted)

Management of consultant services activities

Those activities concerned with the administration of the specific function of consultative services. VII, p. 91. (adapted)

Instructional consultative assistance activities by program areas

Activities concerned with the continuous diffusion of methods, procedures, and practices essential to implementation of improvements in instruction in the several subject matter areas. VII, p. 91. (adapted)

General instructional consultative assistance activities by program levels

Consultative activities usually concerned with all of the subject matter areas within the respective instructional levels. VII, p. 91. (adapted)

Cooperative instructional consultative services activities

Refers to the consultative assistance received from experts in the field of cooperative vocational education. Includes help in making feasibility studies, student interest inventories, and employer contacts, developing training plans, supervisory procedures and other facets of a school-employer arrangement for vocationally training selected learners. Project definition.

Career education consultative services activities

Refers to the activities related to the employment on a per diem, per project, or part-time basis of a consultant or consultants to analyze a situation, evaluate the effectiveness of services provided, supply plans and recommendations for improving, modifying and/or expanding the service. Project definition.

Occupational exploration consultative services activities

Consultative activities involving instructional programs which focus attention on a group of occupations related to student interests. Generally these programs are designed to refine career choice by providing the student with an experience which contains one performance cycle of several occupations. VII, p. 95. (adapted)

Education for the disadvantaged consultative services activities

Consultative activities involving a program of instruction and services for those children whose educational development is retarded by social, cultural, or economic deprivation. Principally affected are: children from low income families, children from minority groups which have experienced discrimination, children from families of migrant workers, American Indian children, and children living in homes for the neglected and delinquent. VII, p. 92.

Education for the handicapped consultative services activities

A program of instruction and services for those children whose physical, mental, or emotional disabilities necessitate the provision of special programs to meet their individual needs. VII, p. 92. (adapted)

Migrant education consultative services activities

A program of instruction and services for those children who move periodically with their families from one school district to another in order that a parent or other member of the immediate family may secure seasonal employment. VII, p. 92. (adapted)

Urban education instructional consultative services activities

A program of instruction and services for those students who live in the cities, especially in core areas. VII, p. 92. (adapted)

Bilingual education instructional consultative services activities

A program of instruction and services designed for students who, due to non-English speaking home, school, or community backgrounds, have difficulty in school work. VII, p. 92. (adapted)

Specially-funded-program instructional consultative services activities

Refers to the activities concerned with the utilization of a consultant or consultants in connection with specially funded procedures. Would include special funding for projects concerned with curriculum, etc. in which consultants were employed. Project definition.

Guidance/counseling consultative services activities

Guidance services for students include activities of counseling students and parents, providing consultation with other staff members on learning problems, evaluating the abilities of students by standardized testing or other means, assisting students to make their own educational career plans and choices, assisting students in personal and social development, providing referral assistance, and working with other staff members in planning and conducting guidance programs for students. Included are facilities for guidance in counseling, related equipment and supplies, and services provided by counseling personnel. VII, p. 96. (adapted)

Other student support consultative services activities

Pertains to the expert assistance provided the State agency in the organization, conduct of evaluation, financing of special areas of vocational or vocational-support facets of education. May include the consultative services in connection with providing psychological services to students, or social services, or some other similar facet. Project definition.

Educational media consultative services activities

All activities whereby consultative assistance is provided to local and intermediate staff members in the organization and use of all teaching and learning resources, including hardware, content material, and services.

Educational media are defined as any devices, content materials, methods, or experiences used for teaching and learning purposes. These include printed and nonprinted sensory materials. VII, p. 95. (adapted)

District and school organizational consultative services activities

Consultative services concerned with management and legal counsel for promotion of effective organization and reorganization of school districts in compliance with State criteria as established by law or regulation. VII, p. 97. (adapted)

School plant facilities consultative services activities

Consultative services dealing with the construction, operation, and maintenance of school facilities such as land, outdoor improvements, and buildings. VII, p. 97. (adapted)

Program planning consultative services activities

Consultative services concerned with the selection or identification of the overall, long-range goals, priorities, and objectives of the organization, and the formulation of various courses of action in terms of identification of needs and relative costs or benefits for the purpose of deciding on courses of action to be followed in working toward achieving those goals, priorities, and objectives. VII, p. 97. (adapted)

Program evaluation consultative services activities

Consultative services concerned with the process of ascertaining or judging the value or amount of an action or an outcome by careful appraisal of previously specified data in light of the particular situation and the goals and objectives previously established. VII, p. 97. (adapted)

Management information system consultative services activities

Consultative services concerned with a system for providing information regarding the agency's performance and participation in educational efforts; a method for determining the amounts of effort invested in each of the things done by the agency and a method for providing comprehensive information upon which logical management decisions can be based. VII, p. 97. (adapted)

Machine data processing consultative services activities

Consultative services concerned with the use of machines and devices in the storing of individual items of information in a form by which they may be rapidly and accurately retrieved, processed, and reproduced as single-line items, as lists of items, or in desired combinations with other items. VII, p. 97. (adapted)

Fiscal management consultative services activities

Consultative services concerned with the financial and business operations of an agency. VII, p. 97. (adapted)

Personnel management consultative services activities

Consultative services relating to the administration of the personnel management program of the school system. This consists of such activities as recruiting staff members, staff accounting, staff placement, staff transfer, and implementation of promotion policies. VII, p. 97. (adapted)

Legal and legislative consultative services activities

Consultative services concerned with legal counsel and legislative recommendations and interpretation. VII, p. 98. (adapted)

Preservice orientation and training consultative services activities

Services designed to aid in recruitment and training of new districtwide administrative and technical personnel. VII, p. 98. (adapted)

Institutes, workshops, and special courses consultative services activities

Services concerned with advising and assisting in drawing up and implementing programs which will enhance the competencies of local and intermediate district administrative and technical staff. VII, p. 98. (adapted)

Motivational training consultative services activities

Services concerned with advising and assisting in developing activities and surroundings which will motivate staff and students to attain their optimum potential. VII, p. 98. (adapted)

Other consultative support activities (n.e.c.)

Any other administrative consultative services provided by the State education agency and not listed and defined above. VII, p. 98. (adapted)

21 Functional Allocation by Parts of VEA

The functional allocation of staff members categorized by parts of the VEA

Parts of the VEA

Staff allocated by:

Part A Disadvantaged

STATE PROGRAMS

Part B1	Secondary
Part B2	Postsecondary
Part B3	Adult
Part B4A	Disadvantaged
Part B4B	Handicapped
Part B5	Construction
Part B6	Guidance and Counseling
Part B7	Contracted Instruction
Part B8	Ancillary Services

RESEARCH (STATE)

Part C1	Research Coordination
Part C2	New Grants
Part C3	Continuing Projects

EXEMPLARY (STATE)

Part D1	Disadvantaged
Part D2	Handicapped
Part D3	New Projects
Part D4	Continuing Projects

CONSUMER AND HOMEMAKING

Part F1	Depressed Areas
Part F2	Disadvantaged
Part F3	Handicapped
Part F4	Other

COOPERATIVE

Part G1	Employer Reimbursement
Part G2	Disadvantaged
Part G3	Handicapped
Part G4	Other

WORK STUDY

Part H1	Administration
Part H2A	Disadvantaged
Part H2B	Handicapped
Part H3	Other

FTE functional allocations allocated to specific parts of VEA

Staff allocated by Part of the VEA where FTE means: the amount of time for a less-than-full-time activity divided by the amount of time normally required in a corresponding full-time activity. Full-time equivalency usually is expressed as a decimal fraction to the nearest tenth. IV, p. 106.

22 Functional Allocation by Program Level

Program level

Staff allocated by program level when level means the vocational instructional curricula are offered at elementary, middle/junior high, high school, postsecondary, and adult levels. Project definition.

FTE functional allocations by program level

Staff allocated by program level where FTE means: the amount of time for a less-than-full-time activity divided by the amount of time normally required in a corresponding full-time activity. Full-time equivalency usually is expressed as a decimal fraction to the nearest tenth. IV, p. 106. (adapted)

23 Functional Allocation by Program Area

Program area

The functional allocation of staff according to the classification of occupational subject-matter into the seven major program areas: Agriculture, Distributive Education, Health Occupations Education, Home Economics, Office Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

FTE functional allocation by program area

Staff allocated by program area where FTE means: the amount of time for a less-than-full-time activity divided by the amount of time normally required in a corresponding full-time activity. Full-time equivalency usually is expressed as a decimal fraction to the nearest tenth. IV, p. 106. (adapted)

24 Functional Allocation by Source of Funds

Source of funds

The functional allocation of staff according to the various origins of revenue for a local LEA. Included are sources from the local government, the intermediate governmental units such as counties and boroughs, from the state, from the federal government, and from other sources. II, p. 51. (adapted)

FTE functional allocation by funds (list funds as federal, state and local)

Staff allocated by funds where FTE means: the amount of time for a less-than-full-time activity divided by the amount of time normally required in a corresponding full-time activity. Full-time equivalency usually is expressed as a decimal fraction to the nearest tenth. IV, p. 106. (adapted)

File 17: WHAT ARE THE STATE EDUCATION AGENCY VOCATIONAL PROPERTY CHARACTERISTICS?

01 Site Location

Geographic location

Any designation for geographical location by which a school system or school is identified, e.g., county, or political district. VI, p. 59. (adapted)

02 Use(s) of Site for Vocational Purposes

Administrative office building housing vocational education agency

A building used to house staff members of the vocational education agency and, usually, the members of the State education authority. VII, p. 127. (adapted)

Instructional building

A building used primarily for housing State education agency personnel and equipment engaged in instructional activities that are available to more than one school or school district. Examples of this kind of building are separate television and radio stations, gymnasiums, auditoriums, libraries, and demonstration centers. VII, p. 127.

Transportation building

A building used primarily for housing personnel and equipment engaged in activities which have as their purpose the conveyance of students to an from school activities, either between home and school or on trips for curricular or cocurricular activities, or the conveyance of staff members. This includes building facilities such as those for transporation supervisors, mechanics, clerks, bus waiting stations, and storage for vehicles and supplies used in the transportation program. VII, p. 127. (adapted)

Maintenance building

A building used primarily for housing personnel and equipment engaged in acqivities concerned with the repair and upkeep of grounds, buildings, and equipment or with the manufacture of equipment. This includes building facilities such as those for carpenters, cabinetmakers, machinists, mechanics, painters, plumbers, electricians, and groundskeepers. VII, p. 127.

State operated school building

A building used to house any school, special school, curriculum, course including supporting services operated by the State education agency. VII, p. 127. (adapted)

Warehouse

A building used primarily to store supplies and equipment for the State education agency or for any satellite program conducted by the State. VII, p. 127. (adapted)

Food services building

A building used primarily for housing both personnel and equipment engaged in the preparation, serving, or distribution of meals for the benefit of State agency personnel. VII, p. 127.

Parking

Any site used for the parking of vehicles. VII, p. 128.

03 Ownership of Site(s)

District owned

Land owned by a school district, or under its control through a contract to purchase. This designation is used for land to which title is held by the board of education or other school officials of the district keeping the record. III, p. 28.

County owned

Land owned by a county or under its control through a contract to purchase. This designation is used for land to which title is held by the board of education or other school officials of the county keeping the record. III, p. 28. (adapted)

Municipally owned

Land owned by a municipal unit of government (not the unit operating the schools) that is used for school district purposes. This designation is not used for land to which the board of education or other school officials have title. III, p. 28.

Nonpublically owned

Any land, other than publicly owned land, that is used by an area school or a school district and is under its jurisdiction for education purposes. III, p. 28. (adapted)

State owned

A site owned by the state government or a state governmental agency. Project definition.

Federally owned

Refers to the operation of a vocational education program on site(s) owned by the federal government. Abandoned military bases for use as technical institutes, and use of a former federal housing project as dormitory space for residential school enrollees would be examples. Project definition.

Other

Refers to the use of a privately owned land site for the conduct of a vocational education program/curriculum. Includes sites that are owned by a foundation or a city/town/state commission. Project definition.

04 Date(s) of Acquisition

Date(s) of acquisition of original site

The date(s) on which the owning school district consummated the transfer of ownership of the land, or any part(s) thereof, comprising the original site at the time the school plant or supporting services facility was first accepted and put into use by the school district. III, p. 29.

Date of acquisition of each addition to original site

The date(s) of acquisition of each addition to original site. For leased or rented property, the dates are those on which the lease or rent begins. III, p. 28. (adapted)

Method of acquisition

The procedure under which the site was acquired and put to use in the interest of vocational education. Includes such procedures as purchase, lease, rental by arrangement with the military, et al. Project definition.

05 Cost(s) of Site(s)

Acquisition cost of land at time of purchase

The cost of land includes the purchase price paid by the owning unit for all land that makes up a site and all improvements to the land existing at the time of purchase, plus all costs related to acquiring title to the land, such as appraisal fees, search and title insurance, site surveys, and condemnation preceedings.

If the purchase price of the land also includes some buildings which are retained for use, the appraised value of the buildings should be deducted from the price of the land and a record established for the buildings. If the buildings are sold rather than retained for use, the salvage value should be deducted from the price of the land.

When the actual cost of the land is unknown, the figure to use is the estimated cost as of the time of acquisition. This figure includes the estimated cost of the land and any existing improvements to site for which actual cost figures are not available.

When the land has been received as a gift, or acquired at no cost through annexation or reorganization, the entry for cost of land is zero plus any costs related to acquiring title to the land, with an indication that the land was received as a gift or at no cost to the district. (School districts may wish to note on a record form the appraised value of such land at the time it was received, but this value figure should not be shown as the cost of the land.) III, p. 29. (adapted)

Total cost of outdoor service systems for site

Outdoor service systems are improvements to site designed to facilitate or provide such services as movement of vehicular and pedestrian traffic, vehicular parking, artifical lighting, water supply, sewage disposal, and storage. III, p. 32. (adapted)

Total cost of landscaping and other site improvement

All costs connected with the initial or additional landscaping of a site. Landscaping consists of the arrangement of the topography and plantings of a site for the best aesthetic effect in view of use to which the land is being put. It includes such work as preparing landscape plans; soil analysis; preparing the ground for planting; planting grass, shrubs, or trees; and general grading that is not specifically for outdoor service systems, play areas, fences and retaining walls, or construction of buildings. III, p. 34. (adapted)

Total cost of miscellaneous improvements to site

All costs connected with the initial or additional installation of miscellaneous list of improvements, such as flagpoles, outdoor rifle ranges, drainage ditches, signs, and firebreaks. Also recorded here are the costs of any off-site improvements, such as roads or sidewalks, that are not part of some specific improvement to a site. III, p. 35. (adapted)

Current book value of site

Value as shown by books of account. III, p. 124.

06 Area of Site(s)

Total acreage of the site

The total number of developed and undeveloped acres in a site to the nearest tenth, including areas occupied by buildings, walks, drives, parking facilities, and other improvements to site. If a school uses more than one piece of land, the area is the sum of the acres in the several pieces. This account is adjusted when additions or reductions in the area of the site take place. III, p. 29. (adapted)

Total acreage used for administration

The acreage should be expressed in fractional parts of an acre, converted to square feet. Project definition.

Total acreage used for instruction

The acreage should be expressed in fractional parts of an acre, converted to square feet. Project definition.

07 Number of Buildings on Site

Total number of building(s)

Includes all buildings on the site, including shop buildings, classroom buildings, library, gymnasium, greenhouse, et al. Project definition.

Number that are single story

The actual number of single story buildings on the site, where the "story" is that part of the school (one floor) that is used for educational purposes. Project definition.

Number that are multiple story

The actual number of multiple story buildings on the site, where the "story" is a floor that is used for educational purposes. Project definition.

Date(s) of construction of each building

The date the construction contract for the original buildings was signed with the contractor. III, p. 41. (adapted)

Date(s) of additions to original construction of each building

The date the construction contract for each addition to the original building was signed with the contractor. III, p. 41. (adapted)

08 Building Information

Site identification

This section includes the major characterisitcs by which a site may be identified such as location, use, ownership, area, and acquisition cost. Site is defined as a piece of land and all improvements to it except structures. VII, p. 127.

Gross square footage floor area of each building

The gross area of a building is the sum of the areas at each floor level included within the principal outside faces of exterior walls, neglecting architectural setbacks or projections. Include all stories or areas which have floor surfaces with clear standing head room (6 feet 6 inches minimum) regardless of their use. Where a ground level or intermediate story, or part thereof, is left unenclosed, consider the gross area of the unenclosed story as the projected area of the story above. Exclude all unroofed areas and unenclosed roofed-over spaces. Include mezzanines, balconies, and library stack floors only to the extent to their actual floor area; do not include unenclosed areas under the first floor. Unenclosed roofed areas which have been included in original cost contracts can be excluded on a computed or estimated basis for the development of comparative data of gross building areas and costs.

The area of passageways enclosed with similar type and quality of construction as the building proper, and of tunnels with clear standing head room of at least 6 feet 6 inches, are included in the gross area of a building. The area of covered passageways which are not enclosed with similar type and quality of construction as the building proper are excluded from the gross building area. III, p. 45. (adapted)

Square footage for housing state vocational education agency

The gross square footage of floor area of a building used to house staff members of the State vocational education agency and, usually, the members of the State education authority. Project definition.

Square footage for vocational education office area

The number of square footage of space used to house the staff, equipment et al of the main office. Project definition.

Square footage in use for instructional services

The gross square footage floor area of a building used primarily for housing state education agency personnel and equipment engaged in instructional activities that are available to more than one school or school district. Examples of this kind of building are separate television and radio stations, gymnasiums, auditoriums, libraries, and demonstration centers. Project definition.

Square footage in use for warehouse services

The gross square footage floor area of a building used primarily to store supplies and equipment for the state education agency, or for one or more of its satellite activities. Project definition.

Square footage in use for food services

The square footage would include the cafeteria, the snack bar and other areas that are used to provide food services to students, faculty and staff. Also included would be those areas designed and used by the public that become "customers" within the Food Service curriculum: the kitchens, storage rooms, lockers for deep-freezing, etc. Project definition.

Square footage in use for transportation

The gross square footage floor area of a building used primarily for housing personnel and equipment engaged in activities which have as their purpose the conveyance of pupils to and from school activities, either between home and school or on trips for curricular or co-curricular activities, or the conveyance of staff members. This includes building facilities such as those for transportation supervisors, mechanics, clerks, bus waiting station, and storage for vehicles and supplies used in the transportation program. Project definition.

09 Building Condition

Satisfactory

Refers to the overall condition of building(s) with regard to the administration, supervision or instructional programs. The term "satisfactory" would indicate that no modifications of any magnitude, and no repairs of any great order would have to be made, in order for an efficient level of instruction to be maintained. Project definition.

Alteration needed

Refers to the changes/modifications in facilities that may be needed to accommodate changes in administrative, supervisory patterns and/or programs of instruction. For example, the expansion of an electronics department by erecting new separators between shops, the installation of gas manifolds in a welding department (requiring separating brick walls) etc., would exemplify modifications. Repairs to existing buildings is self-explanatory. Project definition.

Anticipated useful life

The estimated number of years that a building will serve in a satisfactory manner in view of the conditions to which it is subjected. VII, p. 131. (adapted)

10 Cost of Building(s)

Total acquisition cost of building(s)

The cost of a building as maintained in the records of the owning governmental unit is the actual cost to that unit in acquiring the building, regardless of how the building may have been acquired. VII, p. 132. (adapted)

Present value of building(s)

The present worth of a building is its current replacement cost less the deductions for depreciation. III, p. 95. (adapted)

11 Circulation Area in and Between Building(s) - Square Footage

Gross corridor area

The total area in square feet of all circulation areas inside a building, consisting of such areas as corridors, including extensions into deep recessed doors or entryways; equivalent floor opening area at each floor level for stairs, elevators, ramps, and escalators; and foyer and vestibule areas, including any recessed entrances described as part of the gross area. III, p. 61. (adapted)

Covered passageways between buildings

The total area in square feet of enclosed or unenclosed covered passageways which are connected to the building but lie outside the principal exterior walls. This area is not included in the gross floor area of the building. III, p. 61. (adapted)

Percent of total space in building(s) used for circulation

The percentage of total space in the total building used for the movement of students, faculty, and the public between the shops, classrooms and laboratories. Includes corridors, passageways, lounge areas, etc. Project definition.

12 Room Characteristics

Building identification

Refers to the process used to identify buildings used by the LEA for vocational education purposes. Includes identification by name, number, geographical designation or some other device. Project definition.

Room identification

Includes procedures/devices used to identify classrooms, laboratories and shops utilized for vocational education purposes; also such support services rooms as the library, gymnasium, audio-visual supply room, et al. Identification can be by name of room, number, suite, inventory tag or some other device. Project definition.

Room size - square footage

Common usage.

Room type

Refers to the general type of room, such as classroom, laboratory or shop. May also be of a type commonly referred to as a support service room such as those used for guidance, counseling, audio-visual instruction, equipment storage, coordinator's office, _et al_. Project definition.

Room condition

Refers to state of repairs for the purposes identified for the room. Also refers to the actual usability of the room for such purposes. Project definition.

Utilization by functional activities

Rooms used for functional or service purposes, e.g., staff library, storage, cafeterias or lunchrooms, conference or staff rooms, laboratories, etc. Project definition.

Utilization by program level

Rooms used by the following levels: Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

Utilization by program area

Rooms used for instruction categorized by major subject-matter areas such as: Agricultural Education, Distributive Education, Health Occupations Education, Home Economics, Business and Office Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

Utilization by part of VEA

Rooms used categorized by VEA parts, e.g., Secondary, Postsecondary, Adult, Disadvantaged, Handicapped, Guidance and Counseling, Contracted Instruction, Auxiliary Services, Research Coordination, etc. Project definition.

13 General Transportation and Utility Equipment

Number of school buses

Number of vehicles (buses, jitneys, carryalls) with a manufacturer's rated seating capacity of 12 or more. (Seating capacity figured on the basis of at least 13 inches of seat space per pupil.) III, p. 140. (adapted)

Date(s) of acquisition

For purchased property and property received as a gift or donation, it is the date on which the school district or unit operating the schools consummated the transfer of ownership of a piece of property (land, buildings, or equipment). For property constructed by school district employees, it is the date construction was completed as acceptable. For leased or rented property, this date is the date on which the lease or rent begins. III, p. 129.

Method of acquisition

The procedure under which the equipment was acquired and put to use in the interest of vocational education. Includes such procedures as purchase, lease, rental by arrangement with agencies, etc. Project definition.

Current (book) value of each vehicle

Value as shown by books of account. III, p. 124.

Condition of each vehicle

Refers to the condition of the vehicles owned by the SEA for purposes of transportation, site care, etc. Project definition.

Number of other vehicles

Number of other conveyances used to transport persons or objects, such as automobiles, trucks, aircraft, wreckers, station wagons, bookmobiles, tractors, wagons, and boats, including trailer-type and other attachments operated from such vehicles. Major attachments that can be operated interchangeably with two or more vehicles are accounted for separately. III, p. 77. (adapted)

Current value of each vehicle

The book value of each vehicle. Project definition.

Funding source

Described in this dimension are the various origins of revenue for the SEA. Included are sources from the local government, the intermediate governmental units such as counties and boroughs, from the state, from the federal government, and from other sources. II, p. 51. (adapted)

14 Fixed Equipment

Equipment item identification (inclusive of description)

Equipment is defined as any instrument, machine, apparatus, or set of articles which (a) retains its original shape and appearance with use and (b) is nonexpendable; i.e., if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it with an entirely new unit. VII, p. 135. (adapted)

Acquisition date

The date on which the owning school district consummated the transfer of ownership of the original item of equipment or, if constructed by school district employees, the date on which the construction was completed as acceptable. For leased or rented property, this date is the date on which the lease or rent begins. III, p. 78. (adapted)

Method of acquisition

The procedure under which the equipment was acquired and put to use in the interest of vocational education. Includes such procedures as purchases, lease, rental, etc. Project definition.

Equipment cost

The purchase price paid by the owning unit plus any freight and installation charges. When a piece of equipment has been received as a gift, or at no cost through annexation or reorganization, the entry for its cost is zero plus any costs connected with acquiring, installing, and conditioning it for use, with an indication that it was received as a gift or at no cost to the district. (School districts may wish to note on a record form the appraised value of the gift at the time it was received, but this value figure should not be shown as the cost of the equipment.) When the actual cost of a piece of equipment is not known, the estimated cost at time of acquisition is used as the cost figure. III, p. 77. (adapted)

Equipment condition

The condition of such equipment as was installed in the building at the time of construction or since. The condition should reflect whether the equipment is in suitable repair for instructional purposes, whether repairs are needed, or whether it is obsolete. Project definition.

Life expectancy

The estimated period of time that the equipment will serve its function in a satisfactory manner in view of the conditions to which it is subjected. VII, p. 137. (adapted)

Annual depreciation rate

Annual rate of loss in value or service life of fixed assets because of wear and tear through use, elapse of time, inadequacy, or obsolescense. Project definition.

Current value

The book value of each item of equipment, expressed in terms of its trade-in value toward another new (similar) piece of equipment. Project definition.

Funding source

Described in this dimension are the various origins of revenue for the SEA. Included are sources from the local government, the intermediate governmental units such as counties and boroughs, from the state, from the federal government, and from other sources. II, p. 51. (adapted)

Assignment by functional allocation

An assignment for functional or service purposes in areas such as a staff library, cafetria or lunchroom, storage area, laboratory area, etc. Project definition.

Assignment by program level

An assignment by the following levels: Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

Assignment by program area

An assignment by major subject-matter areas: Agricultural Education, Distributive Education, Health Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

Assignment by part of VEA

An assignment by VEA parts, e.g., Secondary, Postsecondary, Adult, Disadvantaged, Handicapped, Guidance, and Counseling, Contracted Instruction, Auxiliary Service, Research Coordination, H.E.W. Grants, etc. Project definition.

Building location

Street address or other appropriate designation. VII, p. 129. (adapted)

Room location

Refers to the location of the equipment by identifiable room in school. Identification may be by number, code, description or other means. Project definition.

15 Large Movable Tools and Equipment

Equipment item identification

Equipment is defined as any instrument, machine, apparatus, or set of articles which (a) retains its original shape and appearance with use and (b) is nonexpendable; i.e., if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it with an entirely new unit. VII, p. 135. (adapted)

Acquisition date

The date on which the owning school district consummated the transfer of ownership of the original item of equipment or, if constructed by school district employees, the date on which the construction was completed as acceptable. For leased or rented property, this date is the date on which the lease or rent begins. III, p. 78. (adapted)

Method of acquisition

The procedure under which the equipment was acquired and put to use in the interest of vocational education. Includes such procedures as purchase, lease, rental, etc. Project definition.

Equipment condition

The condition of such equipment as was installed in the building at the time of construction or since. The condition should reflect whether the equipment is in suitable repair for instructional purposes, whether repairs are needed, or whether it is obsolete. Project definition.

Equipment cost

The purchase price paid by the owning unit plus any freight and installation charges. When a piece of equipment has been received as a gift, or at no cost through annexation or reorganization, the entry for its cost is zero plus any costs connected with acquiring, installing, and conditioning it for use, with an indication that it was received as a gift or at no cost to the district. (School districts may wish to note on a record form the appraised value of the gift at the time it was received, but this value figure should not be shown as the cost of the equipment.) When the actual cost of a piece of equipment is not known, the estimated cost at time of acquisition is used as the cost figure. This account is increased when new attachments are added to the equipment item by the cost of such attachments; it is decreased by the cost of such attachments when the attachments are permanently removed from the piece of equipment. Attachments referred to here are those which are assembled units that may be used on different pieces of equipment of the same type. This account is reduced to zero when the equipment item is disposed of. Although this account is not affected by repairs, when used equipment is purchased and reconditioned in order to place it in service, such reconditioning costs are included here as part of the equipment cost. III, p. 77. (adapted)

Life expectancy

The estimated period of time that the equipment will serve its function in a satisfactory manner in view of the conditions to which it is subjected. VII, p. 137. (adapted)

Annual depreciation rate

Annual rate of loss in value or service life of fixed assets because of wear and tear through use, elapse of time, inadequacy, or obsolescence. Project definition.

Current value

The book value of each item of equipment, expressed in terms of its trade-in value toward another new (similar) piece of equipment. Project definition.

Funding source

Described in this dimension are the various origins of revenue for the SEA. Included are sources from the local government, the intermediate governmental units such as counties and boroughs, from the state, from the federal government, and from other sources. II, p. 51. (adapted)

Assignment by functional allocation

An assignment for functional or service purposes in areas such as a staff library, cafeteria or lunchroom, storage area, laboratory area, etc. Project definition.

Assignment by program level

An assignment by the following levels: Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

Assignment by program area

An assignment by major subject-matter areas: Agriculture, Distributive Education, Health Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

Assignment by part of VEA

An assignment by VEA parts, e.g., Secondary, Postsecondary, Adult, Disadvantaged, Handicapped, Construction, Guidance and Counseling, Contracted Instruction, Auxiliary Service, Research Coordination, H.E.W. Grants, etc. Project definition.

Building location

Street address or other appropriate designation. VII, p. 129. (adapted)

Room location

Refers to the location of the equipment by identifiable room in school. Identification may be by number, code, description or other means. Project definition.

16 Books Held in Library for Reference Purposes

Total number

Common usage.

Total cost of reference books

Cost of books designed by arrangement and treatment to be consulted for definite items of information rather than to be read consecutively, e.g., dictionairies, encyclopedias, bibliographies, and indexes. VI, p. 99. (adapted)

Assignment by functional allocation

An assignment for functional or service purposes in areas such as a staff library, cafeteria or lunchroom, storage area, laboratory area, etc. Project definition.

Assignment by program level

An assignment by such levels as Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

Assignment by program area

An assignment by the seven major subject-matter areas: Agriculture, Distributive Education, Health Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

Assignment by part of VEA

An assignment by VEA parts, e.g., Secondary, Postsecondary, Adult, Disadvantaged, Handicapped, Cooperative Education, Guidance and Counseling, Auxiliary Services, Research Coordination, H.E.W. Grants, etc. Project definition.

17 Small Tools and Small Equipment

Number of individual items

The enumeration of small tools and small equipment owned by the LEA and made available to teachers and students for instructional purposes. Includes the name of the tools and the actual number of each kind, aggregated for a total. Project definition.

Assignment by functional allocation

An assignment for functional or service purposes in areas such as a staff library, cafeteria or lunchroom, storage area, lavatory area, etc. Project definition.

Assignment by program level

An assignment by such levels as Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

Assignment by program area

An assignment by major subject-matter areas: Agricultural Education, Distributive Education, Health Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

Assignment by part of VEA

An assignment by VEA parts, e.g., Secondary, Postsecondary, Adult, Disadvantaged, Handicapped, Cooperative Education, Guidance and Counseling, Auxiliary Service, Research Coordination, H.E.W. Grants, etc. Project definition.

Room assignment

The assignment of the tools to a specific identifiable shop, laboratory or classroom in a school. The room assignment should be on the basis of the LEA code, number, description or other device. Project definition.

Average unit cost

Total expenditures for a function, activity, service, or property divided by the total number of units for which the function, activity, service, or property was provided; the cost of producing a unit of product or rendering a unit of service divided by number of expenditures. III, p. 142. (adapted)

Total acquisition cost

The purchase price paid by the owning unit plus any freight and installation charges. When a piece of equipment has been received as a gift, or at no cost through annexation or reorganization, the entry for its cost is zero plus any costs connected with acquiring, installing, and conditioning it for use, with an indication that it was received as a gift or at no cost to the district. (School districts may wish to note on a record form the appraised value of the gift at the time it was received, but this value figure should not be shown as the cost of the equipment.) When the actual cost of a piece of equipment is not known, the estimated cost at time of acquisition is used as the cost figure. This account is increased when new attachments are added to the equipment item by the cost of such attachments; it is decreased by the cost of such attachments when the attachments are permanently removed from the piece of equipment. Attachments referred to here are those which are assembled units that may be used on different pieces of equipment of the same type. This account is reduced to zero when the equipment item is disposed of. Although this account is not affected by repairs, when used equipment is purchased and reconditioned in order to place it in service, such reconditioning costs are included here as part of the equipment cost. III, p. 77. (adapted)

18 "Other" Equipment Required

Name of equipment group

The name of the equipment comprising the group as given by the manufacturer. III, p. 82.

Number of items in group

This account is adjusted in accordance with increases or decreases in the total number of equipment items in the group. III, p. 82. (adapted)

Average unit acquisition cost of equipment in group

At any given time, the total cost of the equipment group, divided by the number of individual equipment items in the group. III, p. 82. (adapted)

Total acquisition cost of equipment group

The total purchase price paid by the owning unit for the equipment items in the group plus any freight and installation charges. When a piece of equipment has been received as a gift, or acquired at no cost through annexation or reorganization, the entry for its cost is zero plus any costs connected with acquiring, installing, and conditioning it for use, with an indication that it was received as a gift or at not cost to the district. (School districts may wish to note on a record form the appraised value of the gift at the time it was received, but this value figure should not be shown as the cost of the equipment.) When the actual cost of a piece of equipment is not known, the estimated cost at time of acquisition is used as the cost figure. This account is increased when equipment items are added to the group by the cost of the additions; it is decreased when equipment items are removed from the group by the cost of the items removed. The cost of the items removed is determined by multiplying the number of equipment items removed from the group by the average unit cost computed before the removal of the items. Although this account is not affected by repairs, when used equipment is purchased and reconditioned in order to place it in service, such reconditioning costs are included here as part of the equipment cost. III, p. 82. (adapted)

Total current value

The book value of the "other equipment," expressed in terms of its trade-in value toward other, newer, but similar items. Project definition.

Assignment by functional allocation

An assignment for functional or service purposes in areas such as a staff library, cafeteria or lunchroom, storage area, lavatory area, etc. Project definition.

Assignment by program level

An assignment by such levels as Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

Assignment by program area

An assignment by major subject-matter areas: Agricultural Education, Distributive Education, Health Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

Assignment by part of VEA

An assignment by VEA parts, e.g., Secondary, Postsecondary, Adult, Disadvantaged, Handicapped, Cooperative Education, Guidance and Counseling, Auxiliary Service, Research Coordination, H.E.W. Grants, etc. Project definition.

19 Materials

Name of materials group

Aggregation of the names of the materials consumed/used in the instructional processes of vocational education. Includes lumber, wire, oil, bandages, sutures, foodstuff, etc. Project definition.

Number of items in group

This account is adjusted in accordance with increases or decreases in the total number of equipment items in the group. III, p. 82. (adapted)

Average unit acquisition cost of materials in group

This is the average cost per year of the consumable materials and supplies needed by the LEA to conduct vocational education, expressed in terms of cost per student per year. Also, materials should be separated into major groups or categories. Project definition.

Total acquisition cost of materials group

This is the aggregation of all costs relating to the supplies and consumable materials needed by an LEA in support of the vocational education program. Project definition.

Total current values

The book value of the "other" equipment, expressed in terms of its trade-in value toward other, newer, but similar items. Project definition.

Assignment by functional allocation

An assignment for functional or service purposes in areas such as a staff library, cafeteria or lunchroom, storage area, lavatory area, etc. Project definition.

Assignment by program level

An assignment by such levels as Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

Assignment by program area

An assignment by the major subject-matter areas: Agricultural Education, Distributive Education, Health Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

Assignment by part of VEA

An assignment by VEA parts, e.g., Secondary, Postsecondary, Adult, Disadvantaged, Handicapped, Cooperative Education, Guidance and Counseling, Auxiliary Service, Research Coordination, H.E.W. Grants, etc. Project definition.

20 Supplies

Name of supply group

Aggregation of the names of the supplies consumed/used in the instructional processes of vocational education. Includes lumber, wire, oil, bandages, sutures, foodstuff, etc. Project definition.

Number of items in group

This account is adjusted in accordance with increases or decreases in the total number of equipment items in the group. III, p. 82. (adapted)

Average unit acquisition cost of items in group

This is the average cost per year of the consumable supplies needed by the LEA to conduct vocational education, expressed in terms of cost per student per year. Project definition.

Total acquisition cost of supply groups

This is the aggregation of all costs relating to the supplies and consumable materials needed by an LEA in support of the vocational education program. Project definition.

Total current value

The book value of the "other" equipment, expressed in terms of its trade-in value toward other, newer, but similar items. Project definition.

Assignment by functional allocation

An assignment for functional or service purposes in areas such as a staff library, cafeteria or lunchroom, storage area, lavatory area, etc. Project definition.

Assignment by program level

An assignment by such levels as Elementary, Middle/Junior High, High School, Postsecondary, and Adult. Project definition.

Assignment by program area

An assignment by the major subject-matter areas: Agriculture, Distributive Education, Health Occupations, Technical Education, and Trade and Industrial Occupations. Project definition.

Assignment by part of VEA

An assignment by VEA parts, e.g., Secondary, Postsecondary, Adult, Disadvantaged, Handicapped, Cooperative Education, Guidance and Counseling, Auxiliary Services, Research Coordination, H.E.W. Grants, etc. Project definition.

File 18: WHAT ARE THE GENERAL CHARACTERISTICS OF THE STATE?

01 State Identification

State name

The name of one of the fifty major political units of the United States. Project definition.

State code

The 1970 State codes, appearing on the summary tapes and related geographic products, are two-digit numbers assigned in sequence to States listed alphabetically. A listing of these codes is contained in the Federal Information Processing Standard Publication Nos. 5 and 6. Census Users' Guide, p. 75. (adapted)

02 Areal Information

Land area

Common usage.

Number of state economic areas

These are single counties or groups of counties within a state which are relatively homogeneous with respect to economic and social characteristics. Boundaries are drawn in such a manner that each economic area has certain significant characteristics which distinguish it from adjoining areas. There are 509 State Economic Areas. Census Users' Guide, p. 76.

Number of counties or equivalent governmental units

Counties are the primary political administrative divisions of the States, except in Louisiana where such divisions are called parishes, and in Alaska where 29 census divisions have been recently established as county equivalents. In 1960, census statistics for Alaska were shown for 24 election districts (reduced to 19 in 1961). Census Users' Guide, p. 76. (adapted)

Number of labor market areas

The names and number of the labor market areas that have been addressed by the State, labor department, and for which manpower demands and supply data have been developed. Project definition.

Number of secondary school districts by type and size

Refers to the actual number of school districts in the state, categorized by type and geographic size. Would include the type such as multi-county, county, city, township etc., and also the area in square miles covered by the school district of whatever type each may be. The total of school districts must include all that are specifically identified as vocational education districts, plus all others concerned chiefly with academic education (where such a separation is possible within a state). Project definition.

Number of postsecondary districts by type and size

The postsecondary districts do not duplicate the regular school districts, as a general rule. However, there are a few states where the secondary and postsecondary districts coincide. This data item concerns the actual number of post-secondary education districts, categorized by type such as multi-county, county, city, township, multi-township, etc., and also the number of square miles included in the district.

Number of state planning regions

The actual number of planning regions identified by the state, in order to provide adequate assistance to each of the regions of a state, and to equalize services and their quality. It should be noted that state overall planning regions may not coincide with state educational planning regions. For the purposes of the Lexicon, the number of overall planning regions should be used. Project definition.

Areal location of state planning regions

The specific location of each of the planning regions with regard to its geographic location, distance from the state capitol, proximity to urban centers and other positive distinguishing state characteristics. Project definition.

Number and identification of SMSA's (Standard Metropolitan Statistical Areas)

The primary criteria include: (1) a county containing a central city of 50,000 or more people or twin cities with a combined population in excess of 50,000; (2) additional contiguous counties if they are functionally integrated with the central county. Such counties may be across state lines from the state containing the central county. VIII, p. 122. (adapted)

Number of Congressional districts

These areas are defined by state legislatures for the purpose of electing congressmen to the U. S. House of Representatives and may change after each decennial census. Congressional districts are identified by a two-digit numeric code which corresponds to the number assigned in state legislation, except on occasion "01" is used to identify areas in which members of Congress are elected at large, rather than by district. Census Users' Guide, p. 78. (adapted)

Areal location of Congressional districts

The specific location of each of the congressional districts with regard to its geographic location, number and/or parts of counties it includes, number of individuals (population) included therein and area in square miles. Project definition.

Areal location of CETA prime sponsor areas

Refers to the areas within a state that have been identifed by the office of the governor as having a population of at least 100,000 people and for whom occupational preparation is needed. Project definition.

G3 General Population Characteristics of Service Area

Total population

The total population of a geographic area recognized in census tabulations comprises all persons enumerated whose usual place of residence at time of census was determined to be in that area.

Citizens of foreign countries temporarily visiting or traveling in the United States or living on the premises of an embassy, legation, etc., were not enumerated. Resident aliens were enumerated like other Americans. Census Users' Guide, Part 1, p. 93.

The total number of inhabitants who claim a given geographic area as their usual place of abode, including armed forces in residence and resident aliens, and not including transients or non-residents aliens. VIII, p. 96. (adapted)

Total population projection

Forecasted future population of the service area. Project definition.

Population density

The total population divided by the land area. VIII, p. 96.

Age-specific population

The number of persons in a specific age category. Age categories are usually single years of age or five-year age groups. VIII, p. 96. (adapted)

Age-specific population projection

Forecasted future age-specific population. Project definition.

Sex-specific population

The number of persons in a specific sex category. VIII, p. 96. (adapted)

Sex-specific population projections

Forecasted future sex-specific populations. Project definition.

Age, sex-specific population

The number of persons in a specific age-sex category. Age categories are usually single years of age or five-year age groups. VIII, p. 96.

Age, sex specific population projections

Forecasted future age, sex specific population. Project definition.

Sex ratio

Sex ratio is calculated as the number of males per 100 females. Census Users' Guide, p. 95. (adapted)

Population increase (decrease)

The arithmetic difference between total populations for two dates. VIII, p. 96. (adapted)

Percentage annual increase (decrease)

The population increase or decrease divided by the midperiod population and divided by the number of years in the period with the result multiplied by 100. VIII, p. 96. (adapted)

Median age

The age figure which splits a frequency distribution of ages into two equal parts--one higher and one lower than the median. VIII, p. 96.

White population

All persons not classified as Negro or other races. The category includes mainly light-skinned Caucasians and persons of Mexican birth or ancestry. VIII, p. 96.

Black population

Negro--includes persons who indicated their race as "Negro or Black." Also includes persons who indicated the "other race" category and furnished a written entry that should be classified as "Negro or Black." Census Users' Guide, p. 95. (adapted)

Indian population

American Indian--includes persons who indicated their race as Indian (American) or reported an Indian tribe. Census Users' Guide, p. 95.

Other population

Those who are not classified as above. Project definition.

Foreign-born population

All persons born outside the United States, the Commonwealth of Puerto Rico, and other United States possessions and territories and with neither parent a native of the United States. VIII, p. 96.

Ratio of population ages 5-15 to population ages 16-64

From data drawn from the most recent census, this ratio will supply an approximation of the population in connection with postsecondary education, contrasted with the population ordinarily attending schools through age 15. Project definition.

Ratio of population under 18 and over 65 to population ages 18-64

From data drawn from the most recent state study or from the census, this ratio will distinguish the population of those individuals to whom postsecondary education should be addressed, as compared to all other individuals in the total state population. Project definition.

Ratio of number of children ages 1-5 to number ages 10-14

Common usage.

Urban population

All persons living in urbanized areas and in places of 2,500 inhabitants or more outside urbanized areas. VIII, p. 97.

Rural farm population

All persons living in rural territory on places of 10 or more acres from which annual sales of farm products amount to at least $50 or on places of less than 10 acres from which annual sales of farm products amount to at least $250. VIII, p. 97.

Rural non-farm population

All persons living in rural territory not defined as farms. VIII, p. 97.

Percent change in urban population

Refers to the percentage of numbers of individuals that have increased or decreased the urban population of a state, during any given period of time. Using the fixed number of population that identifies urban centers, the percent of change (positive or negative) may be calculated for a given period of time. Project definition.

Percent change in rural population

Refers to the percentage of the population that has increased or decreased the rural population of a state. Using the distinguishing number in the state that identifies the urban centers (including suburban areas), the percent of change may be calculated for any given period of time. Project definition.

04 Vital Statistics

Annual births

The number of live births occurring during a calendar year. VIII, p. 100.

Crude birth rate

The number of births per 1000 population per year, operationally defined as the annual births divided by the midyear population and the result multiplied by 1000. VIII, p. 100.

Annual deaths

The number of deaths during a calendar year. VIII, p. 100.

Crude death rate

The number of deaths per 1000 population per year, operationally defined as the annual deaths divided by the midyear population and the result multiplied by 1000. VIII, p. 100.

Annual infant deaths

Deaths to children under one year of age during a calendar year. VIII, p. 100.

Infant mortality rate

The number of infant deaths per 1000 live births per year, operationally defined as the annual infant deaths divided by the annual births and the result multiplied by 1000. VIII, p. 100.

Natural population increase (decrease)

The increase or decrease in population due to births and deaths but not migration, operationally defined as the annual births minus annual deaths. VIII, p. 100. (adapted)

Age-specific birth rate

The number of births to women in a specified age category per 1000 women in that age category, operationally defined as births to women in a given age category divided by the midyear population of women in that category and the result multiplied by 1000. VIII, p. 100.

Age-specific death rate

The percentage rate of number of deaths during a calendar year to persons in a given age category at the time of death. VIII, p. 100.

Net migration

The difference between in-migration and out-migration during a specific time period, usually one year or longer, often operationally defined as the difference between the natural increase or decrease during a given period and the population increase or decrease for the same period. VIII, p. 100.

Annual divorces and annulments

The number of registered marriage dissolutions during the calendar year, including annulments. VIII, p. 100. (adapted)

Divorce and annulment rate

The annual number of divorces (and annulments) per 1000 population per year, operationally defined as the annual number of divorces divided by the midyear population and the result multiplied by 1000. VIII, p. 101. (adapted)

Annual suicides by age and socioeconomic characteristics

The number of suicides occurring in a given calendar year, classified by age and socioeconomic characteristics. VIII, p. 101. (adapted)

Deliquencies by age and socioeconomic characteristics

The number of delinquent acts known to the police during a calendar year classified by age groups and socioeconomic characteristics. Project definition.

Drug arrests of juveniles

The number of juveniles arrested on drug charges during a calendar year. VIII, p. 101.

05 Household Characteristics

Number of households

The number of households when household membership refers to persons occupying a single housing unit and being considered a household. Census Users' Guide, p. 100. (adapted)

Average size per household

Average population per household is calculated as the population in households divided by the number of households. Census Users' Guide, p. 100. (adapted)

Percent of families which are husband-wife families

Common usage.

Percent of children under 18 living with both parents

Common usage.

Percent of families with members under 18 who have female heads

Common usage.

Percent of children under 18 living with their parents but the father is not present as the household head

Common usage.

Percent of children under 18 in housing with one or more persons per room

Common usage.

Median persons per room

The total population divided by the total number of rooms in housing units. VIII, p. 99.

Percent of occupied housing units with 1.01 or more persons per room

Common usage.

Percent of rental housing with a monthly contract rent of $80 or less

Common usage.

Average value of owner-occupied housing

Common usage.

Percent of occupied housing units occupied by owner

The number of owner-occupied housing units divided by the total number of housing units and the result multiplied by 100. VIII, p. 99. (adapted)

Percent of occupied housing that is black occupied

Common usage.

Median family income

The family income figure which splits a frequency distribution of family incomes into two equal parts—one higher and one lower than the median. VIII, p. 96.

Percent of all families with income less than poverty level

Number and percent of families with income under $3,000 divided by the total number of families with income. VIII, p. 97. (adapted)

Number of familites with children under 18 who have family income less than poverty level

Common usage.

Percent of all households with income less than poverty level

Number and percent of households with income under $3,000 divided by the total number of households with income. VIII, p. 97.

Percent of families with annual income of $10,000 or less

Common usage.

Percent of families with annual income in excess of $10,000

Common usage.

06 Employment Characteristics of Population

Civilian labor force

All persons employed, or unemployed but looking for work, excluding members of the armed forces. VIII, p. 105.

White civilian labor force by sex

Common usage.

Black civilian labor force by sex

Common usage.

Male civilian labor force by age

Common usage.

Female civilian labor force by age

Common usage.

Labor force participation rate by age, sex and/or race

Refers to the rate of entrance into the local labor force by individuals in the area, in terms of age, sex, and/or race. Project definition.

Unemployment rate by age, sex and/or race

Refers to the rate of individuals unemployed, grouped by age, sex, and/or race categories. Project definition.

Characteristics of the unemployed

Refers to all characteristics other than age, sex, race, color. Includes such characteristics as disadvantaged, handicapped, skilled or unskilled, etc. Project definition.

Employment by occupations

Employment in white-collar occupations—total number of employed as professional, technical and kindred workers, managers and administrators (except farm), sales workers, and clerical and kindred workers. Employment in blue-collar occupations—total number of persons employed as craftsmen and kindred workers, operatives (except transport), transport and equipment operatives and laborers (except farm). VIII, p. 105.

Average hours and earnings by industry

Common usage.

Percentage change in occupational employment classifications over a a specified number of years

The number of employed persons in a specific occupation as a percent of the number in that same occupation five years before. VIII, p. 106. (adapted)

Employment by industrial grouping

Number of employed persons in each represented industry group. Major groups include agriculture, forestry, and fisheries; mining; construction; manufacturing; transportation, communication, and other utilities; wholesale, and retail trade; finance, insurance and real estate; business and repair services; personal services; entertainment and recreation services; professional and related services; public administration; industry not reported. VIII, p. 105. (adapted)

Hiring agents for significant occupations

Refers to the agencies that represent significant occupations, and who make the initial selection of individuals for employment in the occupations. For example, in some areas of the country labor unions identify the individuals to be employed. Project definition.

Typical job duties by specific occupation

Characterisitcs of "typical job," by occupation. Methods for Manpower Analysis No. 6., p. 16.

Characteristics of worker customarily hired in the occupation

Common usage. Information pertaining to the characteristics, traits, and qualifications generally observed as associated with employer acceptance in the occupation throughout a specified area. Five specific data subsets include (1) general worker traits; (2) characteristics related to successful job performance; (3) educational and training background; (4) affiliations; and (5) specific employer characteristics. Methods for Manpower Analysis No. 6, pp. 16, 62. (adapted)

Licensure, credentials and certificate requirements for specified occupation

The document issued by a state licensing or credentialing agency which details the specifics that must be met by an individual preparing for a license, certificate or credential in a specific occupational area.

Percentage change in industrial employment classification over a specified number of years

The percentage expression of the arithmetic difference between employment for two dates in each industry group represented in the community. VIII, p. 101. (adapted)

Mobility patterns of work force (geographical and occupational)

Refers to the extent to which workers move into the state to work, others move out of the state to work, and the commuting patterns of workers to firms, industries, businesses in or out of the state. In a sense, the extent of worker mobility is a measure of the willingness of the population to adjust to changing economic growth or decline in a state. Project definition.

07 Current Employment Opportunities

Job vacancies by occupations

Number of job openings by occupations. Project definition.

Job vacancies by industry

Number of job openings by industry. Project definition.

Indicators of labor supply by occupations

The information prepared by state or federal labor agencies, describing the numbers of current and projected job openings by occupations. Project definition.

Names and addresses of firms by occupations

The aggregation of all employers of a stipulated number of workers (i.e., 5 or more) in the area, identified by OE occupational code, DOT, code, or some composite code. Firms should be listed by name and address. Project definition.

Names and addresses of firms by industry

The aggregation by industry (using code and description of the Department of Labor or other standardizing source) of the names and addresses of all firms in the area that employ a stipulated (i.e., 5) number of individuals. Project definition.

Union affiliation by occupation

Common usage.

Apprenticeship opportunities, by occupation

Job openings, currently and projected for enrollees in apprenticeship programs, by occupations. Project definition.

Training opportunities by industry

Concerns the actual listings by industry of the number and type of training opportunities provided by employers. This includes such training possibilities as internships, apprenticeships, cooperative arrangements and on-the-job training. Project definition.

Listing of employers who conduct OJT

Refers specifically to organized programs of instruction of on-the-job training. These programs are partially subsidized by funds made available to the employer by the state and federal governments under the authority of the C.E.T.A. legislation and other Acts (Veteran Training, etc.). Project definition.

Employers who customarily hire workers from specific applicant groups

The listing of employers in a state who employ individuals with special competencies, or who are licensed for a specific occupation et al. Includes individuals who are employed because they are C.P.A.'s, licensed practical nurses, licensed cosmetologists, licensed plumbers, union carpenters, etc. Project definition.

Hiring channels customarily needed for specific occupations

Refers to the agencies through which individuals must be screened before they may be considered for employment. Includes such agencies as Merit System, Civil Service, Labor Unions, et al. Project definition.

Hiring practices of significant employers

Significant employers refers to those that employ a large number of individuals, (i.e., 500 or more). The hiring practices may include counseling and testing, physical examinations, reference requirements, referral from an accepted agency such as a union or professional organization, etc. Project definition.

Prevailing wage rates for selected occupations

Refers to the average hourly, weekly, annual wage/salary rates paid to employees in selected key occupations. For example, in a highly industrialized state, one of the key occupations would be the machinist, and his prevailing average wage rate would be listed. Rates may be available from data assembled by the state industrial commission, the state development commission, the state labor department, the Employment Security Division, or some other such statewide agency. Project definition.

Geographic location of "job centers" and "industry centers"

These are the specific locations in a state, (described in terms of areas, counties, cities or other discriminators) in which the largest numbers of employing industries are located, and within which the greatest numbers of individuals are employed. Generally refers to urban centers and the surrounding suburban fringes, but not restricted to such centers. Project definition.

Labor demand-supply relations for selected occupations

Refers to the balance between the needed number of individuals as employees in selected occupations, and the facilities, organizations, vocational education opportunities in the state that exist for the purpose of producing the needed number of employees. Project definition.

08 Employment Prospect

Anticipated short-term (one year) labor demand by occupation

Refers to the immediate needs over a period of time (i.e., 6 months to a year) for individuals by occupations in the state or in specific labor market areas. For example, the need may be for construction workers on a new building to be completed in a year. Project definition.

Anticipated longer-term (five years) labor demand by occupation

Refers to the needs in a state area for workers in established firms and/or occupations. For example, established hospitals in a state area would need a constant in-flow of workers in the diet-kitchens, as practical nurses, as clerks, etc. Project definition.

Anticipated short-term (one year) labor supply by occupation

The projected and anticipated number of individuals that are available for employment in a state area. These may be unskilled individuals, the unemployed, those being prepared through the facilities of vocational schools et al, categorized by occupation. Project definition.

Anticipated longer-term (five year) labor supply by occupation

Refers to the steady supply of workers for the economy over a long period of time, and generally for the established and growing industries, firms, businesses in a state labor market area. Project definition.

Longer-term employment projects by industry

This is concerned with the numbers of individuals by identifiable industries and occupations that are expected to be employed over a long period of time. Project definition.

Anticipated changes in typical job duties for selected occupations

Refers to those occupations that have had a history of rapid change over a short period of time (i.e., workers in the field of electronics), and those changes in the skills and technical knowledge that will be needed by workers in selected occupations in the near future. Project definition.

Anticipated changes in characteristics of "worker customarily hired" in occupations

This is the concern with the changes that are anticipated in the personal and physical characteristics of workers in occupations. May include no further need for muscular strength, possibilities of using female instead of male workers, possibilities of using handicapped workers for others et al. Project definition.

09 Educational Characteristics

Total number of public schools by school organization

Total number of schools operated by publicly elected or appointed school officials in which the program and activities are under the control of these officials and which is supported primarily by public funds, by school organization, i.e., grade level, program offering, etc. Project definition.

Total number of nonpublic schools by school organization

Used synonymously with private school--total number of schools established by an agency other than the state, subdivisions of the state, or the Federal Government, or established by an individual, which usually is supported primarily by other than public funds, and the operation of whose program rests with other than publicly elected or appointed officials categorized by type of school organization, i.e., grade level, program offerings, etc. Project definition.

Total number of public schools offering a vocational education program by school organization

Refers to the total number of identifiable schools, (on all levels), conducted by public school authorities, that offer programs (several discrete curriculums) of vocational education. Will depend upon the definition of vocational education that is extant in the state, and the extent to which vocational and career education activities for youth, adults, the handicapped, the disadvantaged, and others categorized by school organization, i.e., grade level, program offerings, etc. Project definition.

Total number of private schools offering vocational education programs

Includes all schools that do not operate under the authority of a public (city, town, county, state, federal) agency, whether the schools be for profit, non-profit, or other. For example, the aggregation should include schools of welding, schools of nursing, schools of cosmetology, and others. Project definition.

Median years schooling completed, white (black) males

Common usage.

Median years schooling completed, white (black) females

Common usage.

Total number of male (female) population 25 and above graduated from college

Common usage.

Total number of male (female) population 25 and above attended college but did not graduate

Common usage.

Total number of male (female) population 25 and above that graduated from high school

Common usage.

Total number of male (female) population 25 and above that are not high school graduates

Common usage.

Total number of male (female) population completing less than fifth grade

Common usage.

Public school enrollment, grades K-8

All persons enrolled in grades K-8 in schools operated by publicly elected or appointed school officials in which the program and activities are under the control of these officials and which is supported by public funds. VIII, p. 98. (adapted)

Total number of private schools, grades K-8

Common usage.

Private school enrollment, grades K-8

All persons enrolled in grades K-8 in schools established by an agency other than the state, subdivisions of the state, or the federal government, which usually is supported by other than public funds, and the operation of whose program rests with other than publicly elected or appointed officials. VIII, p. 98. (adapted)

Public school enrollment, grades 9-12

All persons enrolled in grades 9-12 in schools operated by publicly elected or appointed school officials in which the program and activities are under the control of these officials and which is supported by public funds. VIII, p. 98. (adapted)

Total number of private schools, grades 9-12

Common usage.

Private school enrollment, grades 9-12

The total number of persons enrolled in grades 9-12 in schools established by an agency other than the state, subdivisions of the state, or the Federal Government, which usually is supported by other than public funds, and the operation of whose program rests with other than publicly elected or appointed officials. VIII, p. 98. (adapted)

Total number of proprietary schools

Total number of schools operated for business profit by a nonpublic agency independent of any church, or an individual. Project definition.

Proprietary school enrollments

Enrollments in a school or school system that operates for business profit, owned by an individual or nonpublic agency independent of any church. Project definition.

Number enrolled in community colleges per 1000 population, age 16-24, 25-54, and 55 and over

Self-explanatory.

Number enrolled in senior colleges and universities per 1000 population ages 16-24, 25-54, and 55 and over

Self-explanatory.

Number enrolled in community colleges per 100 high school graduates

Self-explanatory.

Total number of annual high school graduates enrolled in senior colleges

Self-explanatory.

Total number of annual high school graduates enrolled in community colleges and technical institutes

Self-explanatory.

Total number of annual high school graduates enrolled in trade, business, nursing schools

Self-explanatory.

Total number of annual high school graduates who are gainfully employed

Self-explanatory.

Total number of enrollees in college transfer programs per 100 enrollees in community colleges

Self-explanatory.

Total number of enrollees in general education programs per 100 enrollees in community colleges

Self-explanatory.

Total number of enrollees in technical programs per 100 enrollees in community colleges

Self-explanatory

Total number of enrollees in vocational programs per 100 enrollees in community colleges

Self-explanatory.

Total number of enrollees in adult basic extension courses per 100 population, age 18-64

Self-explanatory.

Total number of males (females) 16-21 years old who are not enrolled in school per 100 males (females) 16-21

Self-explanatory.

Total number of enrollees in secondary vocational education per 100 secondary enrollees

Self-explanatory.

Total number of males (females) 16-21 years old who are not high school graduates per 100 males (females) 16-21

Self-explanatory.

Total number of males (females) 16-21 years old who are unemployed or not in labor force per 100 males (females) not enrolled in school

Self-explanatory.

10 General Economic Characteristics

Number employed and taxable payroll by industrial groups

The number of individuals reported as employed at places of work within the community by industry group. Industrial groups will vary from community to community as to importance. The nationally accepted classification of industry groups is the Standard Industrial Classification code. Payrolls for each industry group are reported. VIII, p. 101. (adapted)

Percentage change in number employed and taxable payroll for selected years

The percentage expression of the arithmetic difference between employment for two dates in each industry group represented in the community. The percentage expression of the arithmetic difference between payrolls for two dates in each industry group represented in the community. VIII, pp. 101 and 102. (adapted)

Per capita income

Common usage.

Total bank deposits

Total of all time (savings) and demand (checking) account deposits. VIII, p. 103.

Total bank loans

Common usage.

Percentage change in total bank deposits

The percentage expression of the arithmetic difference between bank deposits for two dates. VIII, p. 103. (adapted)

Number of commercial farms

Total number of operating units engaged in agricultural production. VIII, p. 102. (adapted)

Value of farm products sold (including livestock)

An estimate based on actual sales data and estimates, made according to a formula, for all other unrecorded sales. VIII, p. 102. (adapted)

Number of farm operators working off farm more than 100 days

Common usage.

Average sales per farm

The total value of agricultural products (including livestock) divided by the total number of farms. VIII, p. 102.

Average value of farm

Total value of farms divided by the number of farms. VIII, p. 103.

Auto registration

The actual number of automobiles registered in the state. Includes all personal cars, business cars, trucks, vans, campers, etc. Project definition.

Truck registration

The actual number of vehicles described in the state manuals as "trucks." May include pick-up trucks, heavy duty trailer trucks, vans, etc. Project definition.

Savings capital of savings and loan association

Common usage.

Value added by manufacture

The difference between basic input costs for production of a good and the sale value of the finished commodity. VIII, p. 102. (adapted)

Value of minerals produced

The difference between receipts for minerals shipped and sold and costs of producing and initial processing of the mineral. VIII, p. 103.

Percentage change in value added by manufacture for selected years

The percentage change in the difference between basic input costs for production of a good and the sale of the finished commodity for selected years. VIII, p. 102. (adapted)

Total retail sales

Total dollar value of sales. VIII, p. 102. (adapted)

Per capita retail sales

Retail sales volume divided by total population. VIII, p. 102.

Percentage change in total retail sales for selected years

Common usage.

Total dollar value wholesale sales

Total dollar value of sales by categories as given in the Standard Industrial Classification. VIII, p. 102. (adapted)

Percentage change in total dollar value wholesale sales for selected years

Common usage.

Building permits per year

The number of legal building permissions given by the appropriate local governmental agency during a year. VIII, p. 107.

Capital investment by industry group

Capital investment for each industry group represented. VIII, p. 102.

II Economic Characteristics of State Government

State government annual revenue by source

Total local government receipts classified by source, the latter being most simply classified as property taxes, insurance trust revenue, utility revenue, intergovernmental revenue, changes and miscellaneous revenue, and other taxes. VIII, p. 104. (adapted)

Annual expenditures by expenditure categories

Total local government expenditures classified by category of expenditure (e.g., general fund, street construction, recreation, bond retirement, etc.). VIII, p. 104. (adapted)

Bonded indebtedness

The sum of bonded indebtedness and general obligation notes outstanding. VIII, p. 104.

Bonded indebtedness limit

The maximum total of bonded indebtedness allowable to a community as established by individual state statutes. VIII, p. 104.

Capital improvement budget

The sum of that set of items in the local government budget which result in capital improvements. VIII, p. 104.

Total tax levies by types of taxes

A listing of all local taxes. Examples of local taxes include: income, property, admissions, motor vehicle. VIII, p. 104. (adapted)

Total property tax rates for specified school purposes

Where states levy taxes for school purposes, the total of the tax rate identified for the school purposes, (i.e., the tax rate in mils designated for construction, teacher salaries, *et al.*). Project definition.

Local government shares of state administered tax levies by types of taxes

That proportionate part of the total tax levy by the state that reaches the local government, described in terms of the type of tax. May include taxes administered by the state on property, motor vehicles, liquor, gasoline, etc. Project definition.

Per capita bonded indebtedness

Bonded indebtedness divided by total population. VIII, p. 104. (adapted)

Ratio bonded indebtedness to bonded indebtedness limit

Bonded indebtedness limit to bonded indebtedness expressed as a ratio. Project definition.

Total revenue from state sources

Revenue from state sources including any grant made by state government for the support of education and including intergovernmental transfer within the state. Project definition.

Total revenue from federal sources

Total revenue provided by the federal government. Expenditures made with this revenue should be identifiable as federally supported expenditures. II, p. 51. (adapted)

12 Revenue Base for Schools

Total assessed value of all property subject to taxation

Total assessed value of all property subject to taxation including real estate and sometimes personal property. VIII, p. 104. (adapted)

Percentage change in assessed valuation for selected years

The percentage expression of the arithmetic difference between assessed valuation for two dates. VIII, p. 104. (adapted)

Total assessed value of real property

This is the aggregate of the subtotals of assessed properties values supplied by the governmental units of the state. Project definition.

Official property assessment ratio by local governmental unit

Refers to the official state ratio of assessed to real value of property, but might also refer to the aggregation of ratios used by counties, townships, citites in a state. Project definition.

Property tax rate by local governmental unit

Number of mils levied on each dollar of assessed valuation. Sometimes expressed as dollars per thousand. VIII, p. 104. (adapted)

Total property tax levied for schools

This is the total collected as property taxes, administered by local and state governmental units, and identified specifically for school uses. Project definition.

Ratio of total property taxes levied for schools to total property taxes levied for all purposes

Refers to the specific items within a tax levied by a local governmental unit or the state. Concerns tax levies specifically earmarked for education as compared with tax levies for all purposes. This ratio may not be obtainable in states where property taxes are levied such that future uses of the dollars received as taxes are not known at the time of the levy. Project definition.

Value of tax exempt property

Valuation of all property in community not subject to property tax. VIII, p. 104. (adapted)

Total local expenditures for public school education

Total local expenditures for education, including those for current operation and debt service. VIII, p. 104. (adapted)

Per capita local expenditures for public school education by local educational unit

Total expenditures for education including those for current operation and debt service, divided by total population. VIII, p. 104. (adapted)

Per capita state expenditure for public school education by local educational unit

Includes all monies made available to the LEA for the support of buildings and facilities, salaries of professional and staff personnel, transportation equipment, *et al*. Includes dollars received by the LEA under equalizing grants, special Acts, regular formulas and other state sources. Project definition.

Per capita federal expenditure for public school education by local educational unit

Includes all monies made available to the LEA for the support of buildings and facilities, salaries of professional and staff personnel, transportation equipment, *et al*. Includes dollars received by the LEA under equalizing grants, special Acts, regular formulas and other federal sources. Project definition.

13 Community Support

Voter registration by party

The number of voters registered by the board of elections as members of each political party. VIII, p. 109.

Voter ratio

The total number of registered voters divided by the adult population (over 18, over 19, or over 21, depending on the state). VIII, p. 109.

Votes cast in last three local elections

The total number of votes cast in the last three local elections. VIII, p. 109.

Votes cast in school operating levy (local elections) last three elections

The total number of votes cast in each of the past three school operating levy elections. Project definition.

14 Inventory of Vocational Training Resources

Number of training slots in business and industry

Refers to the actual number of training opportunities, by occupation, in businesses and industries in the state that provide the basis for the conduct of cooperative vocational education activities. May include opportunities in industries, manufacturing, hospitals, mercantile establishments, small businesses, the military, *et al*. Project definition.

Number of training slots in civilian governmental agencies

Concerns the actual number of training stations, by occupation, that exist in city, town, regional, county, state and federal governmental agencies, that may be utilized by vocational education agencies and others for cooperative training purposes, internships, on-the-job training, etc. Project definition.

Number of training slots in private agencies and organizations

Refers to training opportunities in private agencies, other than industries, mercantile establishments, etc. Training opportunities may be those in foundation agency offices, private health organizations, etc. Project definition.

Number of training slots in military installations

Common usage.

Number of training slots by prime sponsors under CETA

The aggregate of training opportunities reported by the prime sponsors (population areas of 100,000 or more) that have been so designated under the provisions of the Comprehensive Employment and Training Act (CETA). Project definition.

15 Characteristics of CETA Programs

Total amount of CETA Title I funds

Refers to the total amount of CETA funds for Title I - manpower training, that was made available to each of the prime sponsors in the area, aggregated. Project definition.

Allocation of CETA Title I funds by prime sponsor area

Allocation to city governments, state governments, industries and other prime sponsor areas of CETA Title I funds for manpower training. Project definition.

Allocation of five-percent supplemental vocational education monies by prime sponsor area

There are various options open to prime sponsors in determining how their share of the five-percent monies can be spent, providing that the State has not imposed restrictions or requirements on prime sponsors in their negotiations.

(1) Use of all or part of the monies to continue the previous system as funded through MDTA or EOA (slots and/or individual referrals at skills centers or public vocational schools where they exist);

(2) Use of all or part of the monies on slots and/or individual referrals at other training sites (e.g., proprietary schools);

(3) Use of all or part of the monies for the payment of wages and allowances to enrollees in vocational education programs;

(4) Use of all or part of the monies to provide other services such as job counseling, English language training, etc.;

(5) Use of all or part of the five-percent monies to increase the number of training slots above the level that existed prior to CETA.

Prime sponsors may decide to use a sizeable portion of CETA Title I funds for vocational education and use their five-percent monies as an add-on to expand the existing levels of training and services.

Methods used by state in allocation of supplemental vocational education funds

Refers to the formula and/or procedure utilized by State vocational education personnel to allocate funds to schools/programs. Usually takes in account numbers to be served, need for the curriculum(s), and ability of the local administration to fund the activity. Project definition.

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Restrictions imposed by state on expenditures of five-percent monies

Any requirements of the state which restrict the expenditures of CETA Title I "five percent" monies. Project definition.